Eurojust record of processing activity

Record of processing personal data activity, based on Article 31 of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC

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Part I –Article 31 Record (this part is publicly available)

Nr.	Item	Description
Eurojust Registry for classified information		
1.	**Last update of this record**	2018
2.	**Reference number** [For tracking, please contact the DP Office for obtaining a reference number.]	SU-02 (January 2020)
3.	**Name and contact details of controller** [Use functional mailboxes, not personal ones, as far as possible - this saves time when updating records and contributes to business continuity.]	Head of Security Registry@eurojust.europa.eu
4.	**Name and contact details of DPO**	dpo@eurojust.europa.eu
5.	**Name and contact details of joint controller (where applicable)** [If you are jointly responsible with another EUI or another organisation, please indicate so here (e.g. two EUIs with shared medical service). If this is the case, make sure to mention in the description who is in charge of what and whom people can address for their queries.]	Not applicable
6.	**Name and contact details of processor (where applicable)** [If you use a processor (contractor) to process personal data on your	Chief Registry Officer, Clearance and Register Officer and the Eurojust Security staff who provide escorting services to the Registry.

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	behalf, please indicate so (e.g. 360° evaluations, outsourced IT services or pre-employment medical checks).]	
7.	**Purpose of the processing** [Very concise description of what you intend to achieve; if you do this on a specific legal basis, mention it as well (e.g. staff regulations for selection procedures).]	Personal data is collected in order to implement the requirement to record the access to the Eurojust Registry as provided for in Administrative Director Decision on the EU Classified information registration procedure and the access to and the use of the Eurojust Registry.
8.	**Description of categories of persons whose data are processed and list of data categories** [In case data categories differ between different categories of persons, please explain as well.]	Post holders on sensitive posts who may need to access classified documents handled in Eurojust Registry. • The recording of data is done in a dedicated Entry/Exit Logbook maintained by the Registry Officer and contains the following: Full name, Unit/Department/Organization, Signature
9.	**Time limit for keeping the data** [Indicate your administrative retention period including its starting point; differentiate between categories of persons or data where needed (e.g. in selection procedures: candidates who made it onto the reserve list vs. those who did not).]	The retention period for the Logbook is 1 year.
10.	**Recipients of the data** [Who will have access to the data within Eurojust? Who outside Eurojust will have access? Note: no need to mention entities that may have access in the course of a particular investigation (e.g. OLAF, EO, EDPS).]	
11.	**Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?** [E.g. processor in a third country using standard contractual clauses, a third-country public	NO

Nr.	Item	Description
	authority you cooperate with based on a treaty. If needed, consult DPO for more information on how to ensure safeguards.]	
12.	**General description of security measures, where possible.** [Include a general description of your security measures that you could also provide to the public.]	The Eurojust Registry Entry/Exit Logbook is kept in paper form and is subject to secure handling and physically protected in the secured area of the Eurojust Registry.
13.	**For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:** [While publishing the data protection notice is not strictly speaking part of the record, doing so increases transparency and adds no administrative burden, since it already exists.]	Data protection notice (file attached to this record)