



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

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

Nr.	Item	Description
CCTV monitoring system of the EJ premises		
1.	Last update of this record	
2.	Reference number [For tracking, please contact the DP Office for obtaining a reference number.]	SU-05 (February 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 Unit Security@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.]	
6.	Name and contact details of processor (where applicable) [If you use a processor (contractor) to process personal data on your behalf, please indicate so (e.g. 360° evaluations, outsourced IT services or pre-employment medical checks).]	The duly authorized staff members of the Security Management Sector have view and edit rights in CCTV while carrying out their direct tasks. The duly authorized outsourced Security Guards operating the Security Control Room (SCR) have only view access rights to CCTV images while carrying out

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		their direct tasks.
7.	<p>Purpose of the processing</p> <p>[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).]</p>	<p>The Security and Safety related systems protect Eurojust building and key Eurojust assets, i.e. persons working and visiting Eurojust, physical assets, and information.</p> <p>CCTV is not used for monitoring/assessing/checking the work/behavior of Eurojust post-holders.</p> <p>An AD Decision (drafted, pending adoption in January 2020) will establish an access management policy at Eurojust. The close-circuit television (CCTV) system partially implements this policy.</p> <p>The purpose of personal data processing through the (CCTV) is:</p> <ul style="list-style-type: none"> • Detect and prevent unauthorized trespassing into Eurojust plot; • Control all entrance points to the premises, i.e. entrance building, bicycle shed, parking and loading area; • Support access management by visually controlling all entry checkpoints within the premises; • Monitor main evacuation routes, to ensure that they are at all times clear and accessible. • Investigate security and safety incidents. • Monitor access to and areas containing critical technical infrastructure (e.g. data centers) and safety installations. • Investigate system malfunctions, when it is strictly necessary.
8.	<p>Description of categories of persons whose data are processed and list of data categories</p> <p>[In case data categories differ between different categories of persons, please explain as well.]</p>	<p>The CCTV system retains video recordings of all the activity within the range of the active cameras, including the persons and vehicles present within the areas under monitoring.</p>
9.	<p>Time limit for keeping the data</p> <p>[Indicate your administrative retention period including its starting point; differentiate between categories of persons or data where needed (e.g. in</p>	<p>The retention period for CCTV recording is 14 days. After that period, the system automatically overwrites the data with new recordings.</p>

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	selection procedures: candidates who made it onto the reserve list vs. those who did not).]	
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).]	The company responsible for technical maintenance of iProtect (Heijmans) has full access to the system and administrator rights, without actual access to personal data. Maintenance occurs following a four-eye principle whereby one Eurojust Security Officer has to be present during the operations.
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 authority you cooperate with based on a treaty. If needed, consult DPO for more information on how to ensure safeguards.]	No
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 CCTV system is segregated from the rest of the building and Eurojust ICT infrastructure. It is placed in a standalone ICT network, which is not connected to the Internet or any other internal network. The data processing capabilities are installed in specially protected areas. Access to such areas is given only to duly authorized personnel. All the personnel having access to the CCTV system has signed confidentiality undertakings.

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13.	<p>For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:</p> <p>[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.]</p>	<p><i>Data Protection notice</i></p>