



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
Subscribers to the Eurojust quarterly newsletter		
1.	Last update of this record	14/06/2021
2.	Reference number [For tracking, please contact the DP Office for obtaining a reference number.]	CCU – 02.03 (June 2021)
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 Corporate Communications Unit dp_comms@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.]	N/A
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)	Duly authorised staff members of Corporate Communications Unit: The subscription form is processed by the Newsroom application and stored on the server managed by DG Connect. Only selected members of the Eurojust’s Corporate Communications Unit (web team, Publications Officer, Head of Unit) will have access to the list.

	or pre-employment medical checks).]	The CCU members with access to the list will be able to consult current subscribers. If needed, these CCU members can also remove subscribers from the list should they receive a request to do so from the subscriber.
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).]	<p>We receive requests to subscribe to our quarterly newsletter via an online request form linked to from our website and hosted on the Newsroom servers (DG-Connect) , and occasionally individual requests sent to CCU via e-mail. These individual e-mails may contain other personal data, such as job title and telephone number, but for the newsletter subscription only the email address will be stored.</p> <p>In case the form is used to subscribe, the indicated email address is automatically added to the Eurojust Newsletter list. Requests for to unsubscribe triggered by using the link at the bottom of each newsletter sent are also processed automatically. Requests for subscription or unsubscription received by email are processed manually by authorized CCU members. For new subscribers the email address, and no other information, will be added. Subscribers indicating they no longer want to receive the Eurojust newsletter will be removed from the list immediately.</p>
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.]	<p>Subscribers can be any of our stakeholders: practitioners and other representatives of national authorities, EU officials, embassy officials, journalists, researchers, Eurojust staff and interested members of the general public.</p> <p>However, the list of subscribers in the Newsroom application is a flat list of email address, no categorization is applied.</p>
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).]	<p>Starting point: when the user subscribed to the Eurojust newsletter, either through the online form or by sending an email with the request.</p> <p>The personal data (email address only) will be stored until the user unsubscribes, either through the link added at the bottom of each newsletter sent or by sending an email with the request.</p> <p>In the event Eurojust stops sending the quarterly newsletter, the list of all then subscribers will be removed immediately.</p> <p>At no point and under no circumstances will personal data of former subscribers be stored.</p>

<p>10.</p>	<p>Recipients of the data</p> <p>[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).]</p>	<p>Within Eurojust only selected members of the CCU will have access to the data.</p> <p>Outside Eurojust authorized staff of European Commission: Communications Networks, Content and Technology (CNECT) may have access to the list.</p>
<p>11.</p>	<p>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</p> <p>[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.]</p>	<p>None.</p>
<p>12.</p>	<p>General description of security measures, where possible.</p> <p>[Include a general description of your security measures that you could also provide to the public.]</p>	<p>Taken from the Data Protection Record of the Commission:</p> <p><i>All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission (DIGIT data center). All processing operations are carried out pursuant to the Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission.</i></p> <p><i>In order to protect personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.</i></p> <p>At Eurojust only authorized CCU staff members will have access to the list.</p>
<p>13.</p>	<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</p>	<p>At any time subscribers can request to be taken from the list. Persons wanting to know whether or not they are subscribed to the Eurojust newsletter can write a request for information to dp_comms@eurojust.europa.eu. The CCU will inform the sender whether or not the email address is included in the list.</p> <p>Please consult Data protection notice for managing the list of subscribers to the quarterly newsletter of Eurojust for further information.</p>

adds no administrative burden,
since it already exists.]