

DATA PROTECTION NOTICE

For processing of personal data in the context of use of a daily list of presence in the building

1. Context and Controller

As Eurojust collects and further processes personal data in the context of the use of daily list of presence in the building, with the purpose on ensuring immediate contact tracing in case of infection due to COVID-19. The processing of personal data is subject to [Regulation \(EU\) 2018/1725](#) 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.

Collection and processing of personal data for security and safety purposes are under the responsibility of the Controller, who is the Head of Security Unit and can be contacted at Security@eurojust.europa.eu.

2. What personal information do we collect, for what purpose, under which legal basis and through which technical means?

Legal basis

The legal basis for the processing operations on personal data is:

- Rec. (22) of the Regulation 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 'Regulation 2018/1725': "*Processing of personal data for the performance of tasks carried out in the public interest by the Union institutions and bodies includes the processing of personal data necessary for the management and functioning of those institutions and bodies*";
- Article 5(1)(a) of the Regulation 2018/1725, where processing is necessary for performance of tasks in the public interest assigned by Union legislation, more specifically Staff Regulations Article 1e (2).

Purpose of the processing

Eurojust has an obligation to look after the security and safety of the persons working within its premises. Strictly during the current pandemic, in case a person that has been working in the building reports being infected by COVID-19, Eurojust needs to be able to identify and alert those that might have been in contact with this person, to prevent further contagion. The purpose of the daily list of presence in the building is to provide the information necessary to that end.

Technical means

Your personal data is collected by the security services at Eurojust during the performance of their duties. The information is processed by authorised Eurojust post holders and are kept in a secure environment, with access strictly limited to the Head of the Security Management Sector and the Head of Security Unit.

Types of personal data

Personal data collected and further processed are:

- First Name

- Last Name
- Organisational Unit
- Date and time of access.
- Date and time of exit.

3. Who has access to your personal data and to whom is it disclosed?

For the purpose detailed above, your personal data is given to the following persons:

- The Head of the Security Unit;
- The Head of the Security Management Sector.

4. How do we protect and safeguard your information?

Appropriate technical and organisational measures are in place to ensure a level of security appropriate to the risks represented by the processing and the nature of the personal data to be processed.

These measures notably prevent any unauthorized disclosure or access, accidental or unlawful destruction or accidental loss, or alteration, and any other unlawful forms of processing.

The main measures are as follows:

- The lists are kept in a secure environment, with access strictly limited to the Head of the Security Management Sector and the Head of Security Unit. The lists are not shared or copied.

5. How can you verify, modify or delete your information?

You have the right to access, rectify or erase or restrict the processing of your personal data or, where applicable, the right to object to processing or the right to data portability in line with Regulation (EU) 2018/1725.

Any such request should be directed to the Controller, by using the following email address: Security@eurojust.europa.eu, and by explicitly specifying your request.

Identification data of individuals can be corrected at any time.

6. How long do we keep your personal data?

Your personal data is kept for thirty days. The data will be deleted manually after the retention period.

7. Contact information

In case of queries regarding the processing of personal data, Eurojust Data Protection Officer can be contacted via email address: dpo@eurojust.europa.eu.

8. Recourse

You have the right of recourse to the European Data Protection Supervisor (EDPS) via email: edps@edps.europa.eu or following the link: https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en.