DATA PROTECTION NOTICE
For processing of personal data in the context of Eurojust JITs Funding Programme

As Eurojust collects and further processes personal data, it 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 (‘the Regulation’).

The following information is provided as per Article 15 of the Regulation.

1. Context of the processing activity and Controller

Eurojust collects and further processes personal data in the context of Eurojust JITs Funding Programme. Collection and processing of personal data within the JITs Funding Programme are under the responsibility of the Controller, who is the Head of JITs Network Secretariat and can be contacted at JITs@eurojust.europa.eu.

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

Purpose of the processing

Upon receipt of a grant application including its attachments, a reimbursement request including supporting documents, and/or an equipment request, personal data is collected and further processed for the purpose of the management of the grant procedures carried out by Eurojust.

Eurojust may use the information included in the grant application and/or reimbursement claim (in particular in the Report on funded actions), once it has been anonymised and aggregated, for analysis (including the evaluation of a JIT) and dissemination to interested parties. For the purpose of preventing double funding of the same costs, and protecting the financial interests of the European Union, the exchange of relevant information with EU institutions, agencies (in particular with Europol1) and bodies may take place.

Types of personal data

Personal data collected and further processed concern the following categories of data subjects: grant applicants, representatives of judicial and law enforcement authorities involved in the JIT and listed in the JIT agreement (attachment to the funding application), beneficiaries/claimants entitled to submit claims for reimbursement, representatives of judicial and law enforcement authorities involved in the JIT activities and incurring related costs, translators, interpreters and experts providing translation/interpretation services or specialist expertise to JITs which are subject of reimbursement, and users of lent equipment.

Data subjects, except for grant applicants, may be from both EU Member States and/or non-EU countries. Grant applicants are only from EU Member States.

---

1 Exchange of relevant information with Europol to prevent double funding is foreseen in Memorandum of Understanding on the joint establishment of rules and conditions for financial support to joint investigation team activities between Europol and Eurojust.
Financial support is also available to cover costs related to victims and witnesses. Personal data of victims and witnesses are not processed – the claimants claiming reimbursement of costs incurred by victims/witnesses are requested to use other means of identification of victims/witnesses for reimbursement purposes (e.g. numbers or aliases).

The following categories of personal data are processed in the context of the above mentioned processing activity:

a) Identification data: name(s), surname;

b) Rank/position;

c) Business contact details: e-mail address, telephone number, mobile telephone number (needed in particular for 2-factor authentication), national authority;

d) Address of the national authority;

e) Financial data: bank account reference (IBAN) of the claiming national authority, and of translators/interpreters/experts who provide services which are subject of reimbursement.

Legal basis

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

- Article 5(1)(a) of Regulation (EU) 2018/1725;
- Article 4(1)(f) and Article 64(2) of Regulation (EU) 2018/1727;

Technical means

The personal data are provided by:

- Submission of a grant application including its attachments via Eurojust’s ‘JIT Portal and electronic application system’ (JITs PS), or by email in case of funding requested outside the scope of the standard funding scheme with call for proposals (application for urgent funding) and applications that could have not been submitted via JITs PS due to recorded technical difficulties.

- Submission of reimbursement request including supporting documents via JITs PS or by email.

- Submission of equipment request by email.

Data provided in grant applications including attachments, reimbursement requests including supporting documents and equipment requests are kept in secure system with limited access on the need to know basis only.

---

2 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.


5 After the full implementation of Claims Module (a part of JITs PS), reimbursement claims will be accepted by email on exceptional basis.
3. Who has access to your personal data and to whom is it disclosed?
For the purpose detailed above, access to the personal data is given to the following persons, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with European Union law:

a) Eurojust duly authorised post holders from JITs Network Secretariat.

b) Duly authorised post holders from Budget, Finance and Planning Unit, Accounting Office, Events and Logistics Unit, Information Management Unit, Casework Unit, Legal Affairs Unit on a need to know basis in order to carry their direct tasks including participation in the evaluation committees.

c) College Members participating in the evaluation committees based strictly on need to know basis.

d) National Desks and Liaison Prosecutor Offices upon a reasoned request in order to follow up the application, reimbursement claim or IT equipment request and communicate with the applicant, claimant or equipment user.

e) Europol duly authorised post holders, strictly on need to know basis, for purposes of assessment of compliance with the principle of non-cumulative award and prohibition of double funding at the stage of reimbursement of costs.

f) Representatives of judicial and law enforcement authorities involved in the same JIT as the applicant or the claimant in order to follow up pending issues related to an application and/or a claim, or to finalise the grant process for the particular JIT (i.e. distribution of final reimbursement table).

g) Bodies charged with a monitoring, audit or inspection task in application of European Union law (e.g. internal audits, Financial Irregularities Panel referred to in Article 93 of the Financial Regulation, Exclusion Panel referred to in Article 143 of the Financial Regulation, European Anti-fraud Office - OLAF).

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:

a) All post holders and College Members participating in evaluation committees sign a “Declaration of absence of conflict of interests and of confidentiality”.

b) Eurojust post holders responsible for management of grant procedures (including reimbursement and equipment requests) have security clearances at least at the level “CONFIDENTIAL”.

c) All electronic and hard copies, if any, of documents including personal data are stored securely in secure systems, with limited access to authorised Eurojust staff only.

---

6 Resulting from Memorandum of Understanding on the joint establishment of rules and conditions for financial support to joint investigation team activities between Europol and Eurojust.
5. How can you verify, modify or delete your information?

You have the right to access your personal data and to relevant information concerning how we use your personal data. You have the right to request rectification of your personal data. You have the right to ask that we delete your personal data or restrict its use. Where applicable, you have the right to object to our processing of your personal data, on grounds relating to your particular situation. Where applicable, you the right to your data portability. We will consider your request, take a decision, and communicate it to you. For more information, please see Articles 14 to 21, 23 and 24 of Regulation (EU) 2018/1725. Please note that in some cases restrictions under Article 25 of Regulation (EU) 2018/1725 may apply (see College Decision 2020-04 of 15 July 2020 on internal rules concerning restrictions of certain data subjects’ rights in relation to the processing of personal data in the framework of activities carried out by Eurojust, available in the Eurojust website [here](#)).

To exercise your rights, please contact JI Ts Network Secretariat at [JI Ts@eurojust.europa.eu](mailto:JI Ts@eurojust.europa.eu)

6. How long do we keep your personal data?

Your personal data are kept:

1. For the established periods as follows:
   a) Successful (awarded) grant applications, including their attachments, and related communication for a period of five (5) years following the data entry in the JITs PS (this applies also to applications submitted by email; such applications are uploaded manually to the JITs PS).
   b) Unsuccessful (not awarded, rejected) and withdrawn grant applications, including their attachments, and related communication for a period of two (2) years following the data entry in the JITs PS (this applies also to applications submitted by email; such applications are uploaded manually to the JITs PS).
   c) Reimbursement requests including supporting documents and relevant communication for a period of five (5) years following the final payment related to the particular grant.
   d) Reimbursement requests including supporting documents and relevant communication for a period two (2) years following the decision on rejected reimbursement.
   e) Withdrawn reimbursement requests are deleted immediately.
   f) Equipment requests for a period of three (3) years following the return of the lent equipment items.

2. Until the end of a possible audit if one started before the end of the above period.

7. Contact information

In case of queries regarding the processing of personal data you may also contact the Data Protection Officer of the Eurojust ([dpo@eurojust.europa.eu](mailto:dpo@eurojust.europa.eu)).

8. Recourse

You have the right to lodge a complaint to the European Data Protection Supervisor via the email [edps@edps.europa.eu](mailto:edps@edps.europa.eu) or [https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en](https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data.