




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 ('Regulation (EU) 2018/1725')

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

Nr.	Item	Description
2nd Eurojust Meeting on Money Laundering and Asset Recovery		
1.	Last update of this record	15-04-2024
2.	Reference number [For tracking, please contact the DP Office for obtaining a reference number.]	
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.]	<i>The Head of the Casework Unit at Eurojust, contact via email address:</i> operations@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.	1/ 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).] 2/ Persons processing under the	<i>2 / Authorized staff members within Casework Unit.</i> <i>Contact email: operations@eurojust.europa.eu</i>

Nr.	Item	Description
	authority of the controller according to Article 30 of Regulation (EU) 2018/1725 (“internal processors”)	
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><i>The purpose of processing of personal data is to keep, within the Economic Crime and Judicial Cooperation Instruments Teams at Eurojust, a contact list of the participants for organizing the meeting and distribution of meeting related documents, as well as for the reimbursement of participants, if required.</i></p>
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. Be precise regarding the categories of data: contact details. Name, surname, email address, phone number, etc.]</p>	<p><i>The following categories of personal data are processed in the context of the above mentioned processing activity:</i></p> <ul style="list-style-type: none"> - <i>Name;</i> - <i>Surname;</i> - <i>Function;</i> - <i>Corporate phone number;</i> - <i>Organisation (including country where the organisation is located);</i> - <i>Corporate email address;</i> - <i>Office address (including city);</i> - <i>Data provided for the reimbursement purposes. For detail on how and which categories of your personal data are processed in the context of reimbursement, please see the Data protection notice for processing of personal data in the context of Eurojust’s Missions Approval and Planning System;</i> - <i>Dietary/allergy requirements.</i>
9.	<p>Time limit for keeping the data</p> <p>[Indicate your retention period including its starting point; differentiate between retention periods of 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>	<p><i>The personal data collected will be kept by the Casework Unit until the meeting follow-up (e.g. meeting outcome report sent to the participants, reimbursement of participants’ costs) is completed, but no longer than 12 months. After that, the duly authorised staff members of the Casework Unit (as described in section 3) will delete the list and inform the participants accordingly.</i></p>
10.	<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><i>The Chairs of the Economic Crime and Judicial Cooperation Instrument Teams and the responsible and duly authorised staff of National Desks will have access to the data provided in the registration form.</i></p> <p><i>With regard to the organisation of the 2nd Eurojust Meeting on Money Laundering and Asset Recovery, and solely for this purpose, duly authorised staff members from Budget, Finance & Planning, Security, Events and Logistics Unit will also have access to the data on need to know basis.</i></p> <p><i>The list of participants, which includes personal data of those</i></p>

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		<i>participants indicated above that have explicitly given their consent to share their contact details with the other participants in the meeting, is sent to them electronically after the meeting.</i>
11.	<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>	<i>Not applicable</i>
12.	<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>	<i>Data will be processed and stored in the Eurojust secure ICT environment, with restricted access only on the need to know basis.</i>
13.	<p>For more information, including how to exercise the data subject's 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>	<u>Data Protection Notice</u>