



### 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
<b>Contact list/distribution list/functional mailbox of the Focus Group of prosecutors fighting migrant smuggling and its Subgroup Western Balkans</b>		
1.	<b>Last update of this record</b>	July 2023
2.	<b>Reference number</b> [For tracking, please contact the DP Office for obtaining a reference number.]	<b>CU-02</b>
3.	<b>Name and contact details of controller</b> [Use functional mailboxes, not personal ones, as far as possible - this saves time when updating records and contributes to business continuity.]	Head of the Casework Unit <a href="mailto:operations@eurojust.europa.eu">operations@eurojust.europa.eu</a>
4.	<b>Name and contact details of DPO</b>	<a href="mailto:dpo@eurojust.europa.eu">dpo@eurojust.europa.eu</a>
5.	<b>Name and contact details of joint controller (where applicable)</b> [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.

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6.	<p><b>1/ Name and contact details of processor (where applicable)</b></p> <p>[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).]</p> <p><b>2/ Persons processing under the authority of the controller according to Article 30 of Regulation (EU) 2018/1725 ('internal processors')</b></p>	<p>2/ Duly authorized staff members within Eurojust's Casework Unit.</p> <p>For the Focus Group: Contact email: <a href="mailto:FocusGroup@eurojust.europa.eu">FocusGroup@eurojust.europa.eu</a></p> <p>For the subgroup Western Balkans: <a href="mailto:FocusGroup.WesternBalkans@eurojust.europa.eu">FocusGroup.WesternBalkans@eurojust.europa.eu</a></p>
7.	<p><b>Purpose of the processing</b></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 purpose of the processing is: to maintain and update a list of the members of the Focus Group and its subgroup appointed and selected by the competent national authorities in order to enable contacts related to activities of the Focus Group and its subgroup, which Eurojust supports, in particular sharing of non-operational information/documents and the organization of the annual Focus Group meeting, if applicable.</p> <p>The purpose of the processing is hence to collect and manage information, necessary to administrate the FG and to invite, verify and authorize new members to the FG and its subgroup.</p>
8.	<p><b>Description of categories of persons whose data are processed and list of data categories</b></p> <p>[In case data categories differ between different categories of persons, please explain as well.]</p>	<p>Members and representatives of the judiciary community (prosecutors, judges, investigative judges) of EU Member States, third countries with a cooperation agreement with Eurojust, Europol's European Migrant Smuggling Centre (HoU and team leaders).</p> <p>The personal data processed are as follows: name, surname, function, work address, corporate telephone number and corporate email address.</p>
9.	<p><b>Time limit for keeping the data</b></p> <p>[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>	<p>The data contained in the contact list are regularly reviewed (every six months).</p> <p>As soon as Eurojust is notified about the changes of the position or personal details of a person, the data in the list are updated, or if no longer necessary, deleted.</p> <p>At the occasion of the Focus Group annual meeting the members will be asked to review and/or update their contact details.</p>

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10.	<p><b>Recipients of the data</b></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>With regard to the organization of the annual meeting – and solely for this purpose – duly authorized staff members from Executive Support Team, Budget, Finance and Planning, Security and the Events and Logistics Units will also have access to the data on the need to know basis.</p> <p>To fulfil the aim of the Focus Group, its subgroup Western Balkans and to foster international judicial cooperation, the data of the contact list will be shared amongst the members of the Focus Group, its subgroup, the National Desks and the respective Liaison Prosecutors, Europol (European Migrant Smuggling Centre, EMSC) and the Council of Europe (for the purpose of the network of migrant smuggling prosecutors) only on the basis of a consent of the members of the Focus Group and subgroup Western Balkans.</p>
11.	<p><b>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</b></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>Transfers of personal data (name, surname, function, corporate telephone number and corporate email address) to third countries may occur via the Liaison Prosecutor posted at Eurojust based on the applicable cooperation agreement with that particular state and Eurojust.</p> <p>Furthermore, personal data in the list of participants will be shared with Europol and the Council of Europe in the cases where the data subject has expressed his/her consent to such processing.</p>
12.	<p><b>General description of security measures, where possible.</b></p> <p>[Include a general description of your security measures that you could also provide to the public.]</p>	<p>Data will be processed and stored in the Eurojust secure ICT environment, with restricted access only on the need to know basis.</p>
13.	<p><b>For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:</b></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>Data protection notice:</p> <p><a href="https://www.eurojust.europa.eu/document/data-protection-notice-focus-group-prosecutors-and-judges-fighting-migrant-smuggling">https://www.eurojust.europa.eu/document/data-protection-notice-focus-group-prosecutors-and-judges-fighting-migrant-smuggling</a></p>