

DATA PROTECTION NOTICE

regarding the use of NDP by Eurojust

1. Context and Controller

As Eurojust collects and stores personal data in the context of managing the digital personal files of Eurojust staff (Temporary Agents and Contract Agents) and SNEs in NDP, 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; repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Collection and storing of personal data in NDP are under the responsibility of the Controller, who is the Head of Human Resources at Eurojust, who can be contacted at hohrconfidential@eurojust.europa.eu.

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

Legal basis of the processing

The legal bases for the processing activities are:

- Article 5(1)(b) of Regulation EU 2018/1725: processing is necessary for compliance with a legal obligation to which the controller is subject;
- Staff Regulations and CEOS as regards the management and processing of personnel data, and associated implementing rules, in particular article 26 of the Staff Regulations;
- College Decision 2021-11 laying down rules on the secondment of national experts to Eurojust;
- SLA with DG HR for the use of NDP; and,
- Personal Files Policy at Eurojust.

Purpose of the processing

Data is processed with the purpose of electronically managing the digital personal files of Eurojust staff (Temporary and Contract agents) and SNEs, in compliance with the Personal Files Policy.

Once categorised and filed, the files belonging to a staff member' and SNE's digital personal file can be published (by the Human Resources Unit staff member processing the data), becoming available for the staff member or SNE via SYSPER.

Payslips are processed and published by the PMO and become available for the staff member via SYSPER – not applicable for SNEs.

Technical means

The data are stored at the Commission's Computing Centre in Luxembourg and are therefore protected by the numerous defence measures implemented by the Directorate-General for Informatics to protect the integrity and confidentiality of the Institution's electronic assets. The European Commission's datacentre compliance includes the following certifications: ISO 14001, ISO 22301, ISO 27001, ISO 50001, ISO 9001, PCI DSS, PFS, Tier Rating Compliant: Tier IV, Uptime Institute rating: Tier IV.

All processing operations are carried out pursuant to the Personal Files Policy, which describes access control to NDP at Eurojust. Limited amount of staff in the Human Resources Unit, with a legitimate 'need to know' for the purposes of this processing operation, have access to your personal data.

Types of personal data

Data subjects are Temporary Agents (TA), Contract Agents (CA) and SNEs at Eurojust.

Data categories include personal data such as personal identification data, salary, contract data, organisational assignments, entitlements, family information, addresses and work certificates.

3. To whom is your personal data disclosed?

The processed data is accessible only to specially authorised members of the Human Resources Unit (HR Admin sector staff) for the purpose of managing personal files.

The Head of HRU, as data controller and Authorising Officer for the payment of salaries, also has access to processed data.

Staff and SNEs have access to their personal files via SYSPER.

Upon Eurojust's request, EU Commission's staff in DG HR and DIGIT may temporarily access data to provide functional and technical support, fulfilling their role of second line support to all the Agencies using NDP.

PMO staff who process data for the purpose of salaries and entitlements' payment – processing payslips.

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

You have the right of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. Under certain conditions, you have the right to ask that we delete your personal data or restrict their use. You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time. 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.

If you wish to exercise your data subject rights, any such request should be directed to the Head of Human Resources at Eurojust at hohrconfidential@eurojust.europa.eu.

You may also contact the Data Protection Officer at Eurojust at dpo@eurojust.europa.eu.

5. How long do we keep your personal data?

Personal data in NDP is stored until the end of your employment relationship with Eurojust. Data related to subsisting rights and obligations need to be conserved for a longer period. Those data have a retention period of 8 years after the expiry of all rights of the staff member concerned and of any dependents, and for at least 100 years after the recruitment of the staff member.

Logs are kept for 10 years. – Logs on a user's actions (a page visited, actions done there, on which objects) are kept by DIGIT and available on request (well justified, usually in a disciplinary procedure).

6. Contact 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:

hohrconfidential@eurojust.europa.eu, and by explicitly specifying your request.

You may also contact the Data Protection Office of the Eurojust (dpo@eurojust.europa.eu).

7. Recourse

You have the right to lodge a complaint to the European Data Protection Supervisor (https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en) if you consider that your rights under the Eurojust Regulation and/or Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data or seek a judicial remedy before the Court of Justice.