Data Protection Notice

For processing of the data of participants attending different events in the context of WB CRIM JUST Project

1. Context and Controller

During the implementation phase of the Western Balkans Criminal Justice (WB CRIM JUST) Project, several types of meetings will be organised (Contact Group meetings, operational meetings, workshops, conferences, seminars and other events). Participants from EU Member States and third countries will attend these events.

Prior to these meetings, during the meetings and following the meetings, the WB CRIM JUST Project Team (WB CRIM JUST PT) and Eurojust staff organising missions, can collect and process personal data of the participants attending these meetings, in order to organise the meetings, travel, accommodation and other similar services and cover reimbursement costs, if necessary. List of participants can be drafted and circulated with the participants prior and following the meetings. As some of the participants are located in third countries, the sharing of the list of participants involves transfer of personal data to third countries.

For the purpose of organising these meetings, Eurojust can share the personal data of the participants with a service provider (GLOBAL BUSINESS TRAVEL B.V.B.A) who will organise travel, accommodation and similar services for participants in WB CRIM JUST Project meetings. Further on, for the meetings organised in third countries, GLOBAL BUSINESS TRAVEL B.V.B.A can transfer personal data to third countries (Airline companies, hotels, similar providers) for organising these services.

WB CRIM JUST PT may use EU Survey platform to collect the personal data of the participants. Collection and processing of personal data is under the responsibility of the data controller, who is the WB CRIM JUST Project Coordinator (wbcrimjust@eurojust.europa.eu).

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

Legal basis


The processing of personal data regarding accommodation, travel and similar services provided by GLOBAL BUSINESS TRAVEL B.V.B.A is necessary for compliance with the obligations arising from the provisions of the Contribution Agreement IPAIII/2022/432-411 (hereinafter “the Contribution Agreement”), in accordance with Article 5(1) letter c) of Regulation (EU) 2018/1725.

As regards the creation of lists of participants and the subsequent sharing of these lists to all the participants (including those from third countries), Eurojust will request the prior explicit consent of the data subjects concerned, in line with Article 5(1) letter d) of Regulation (EU) 2018/1725. You have the right to withdraw your consent at any point in the future by contacting the WB CRIM JUST Project Coordinator.

**Purpose of the processing**

The purpose of this process is to facilitate the organisation of the WB CRIM JUST Project meetings, so as to achieve the objectives set out in the WB CRIM JUST Project Contribution Agreement.

**Technical means**

WB CRIM JUST Project collects this information via direct email communication or an application form using EU survey platform. Electronic forms are stored on Eurojust secure ICT environment with restricted access. Data can also be processed by GLOBAL BUSINESS TRAVEL B.V.B.A under the conditions and requirements of EU DP legal framework and PM0.02/PR/2017/073 (lot 2) FWC.

**Types of personal data**

The personal data of the following categories of persons will be processed: participants attending WB CRIM JUST Project meetings (online and face to face).

The following categories of data will be processed: title, last name, first name, organisation, function, email, phone, city and country, bank details, Visa details, travel details.

3. **Who has access to participants' personal data and to whom is it disclosed?**

WB CRIM JUST Project staff tasked for this purpose by the Program Coordinator and Eurojust staff organising missions will have access to the data. Staff of GLOBAL BUSINESS TRAVEL B.V.B.A, when organising travel and accommodation services based on PM0.02/PR/2017/073 (lot 2) Framework Service contract, will also have access to data.

The transfer of personal data to third countries can be carried out in two situations:

- In the context of the creation of list of participants and the subsequent sharing of these lists to all the participants (including those from third countries). In these cases, Eurojust will request the prior explicit
consent of the data subjects concerned, in line with Article 50(1)(a) of Regulation (EU) 2018/1725 and inform the participant regarding possible risks such transfers of personal data will raise. The registration form will be designed in such a way to allow consent/refuse for being included in the list of participants and data being shared with the other participants.

- In the context of the organisation of travel, accommodation and connected services in third countries with the use of the service provider GLOBAL BUSINESS TRAVEL B.V.B.A, based on PM0.02/PR/2017/073 (lot 2) Framework Service contract. In these cases, Article 50(1)(c) of Regulation (EU) 2018/1725 is applicable; For organising these services GLOBAL BUSINESS TRAVEL B.V.B.A will transfer personal data to the Airline companies, hotels and other similar entities for organising the participation of data owners to WB CRIM JUST Project events.

4. How do we protect and safeguard your information?

The information is electronically archived in the secured Data Management System of Eurojust. All IT tools at Eurojust are developed according to a standard set of security and are thoroughly tested accordingly, to ensure robustness and reliability. Paper files are stored in secured lockers and are destroyed in compliance with security procedures. Data can also be processed by GLOBAL BUSINESS TRAVEL B.V.B.A under the conditions and requirements of EU DP legal framework and PM0.02/PR/2017/073 (lot 2) FWC.

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

In case you wish to verify which personal data is stored on your behalf by the Controller, have it modified, corrected, or deleted, or restrict the processing, or object to it or to exercise the right to data portability, please make use of the following email address: wbcrimjust@eurojust.europa.eu, by explicitly describing your request. Any correction of your personal data will be taken into consideration from the data protection point of view.

6. How long do we keep your personal data?

Personal data of participants to the WB CRIM JUST Project meetings and events will be kept until the conclusion of the WB CRIM JUST Project (September 2026 – subject to extension) for project facilitation, assuring continuity and consistency, auditing and accuracy purposes.

7. How can data subjects verify, modify or delete personal data?

Data subjects have the right to access, rectify or erase or restrict the processing of the 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 data controller, by using the
following email address: wbcrimjust@eurojust.europa.eu.

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

9. Recourse
You have the right of recourse to the European Data Protection Supervisor EDP via email: edps@edps.europa.eu or following the link: https://edps.europa.eu/data-protection/our-rolesupervisor/complaints_en.
CONSENT FORM

Process of personal data

The information you provide in this form will be only processed with regard to the organisation of WB CRIM JUST Project meetings and events and the facilitation of the participation of representatives of EU Member States and Western Balkan partners. The data will be only accessible to WB CRIM JUST Project Team, tasked by the Project Coordinator and GLOBAL BUSINESS TRAVEL B.V.B.A who will organise travel, accommodation and similar services for participants. Further on, for the meetings organised in third countries, GLOBAL BUSINESS TRAVEL B.V.B.A can transfer personal data to third countries (Airline companies, hotels, similar providers) for organising these services. More information on how we process your personal data can be found in the Data Protection Notice.

If you wish to exercise your rights as a data subject to access, correct, block or delete your personal data, as defined in Regulation (EU) 2018/1725 of 23 October 2018 and the Data Protection Rules of Eurojust, please contact the WB CRIM JUST Project Coordinator at the following email address: wbcrimjust@eurojust.europa.eu. You also have the right to put forward requests for information, enquiries or claims for an alleged breach of the Data Protection Rules of Eurojust to the Data Protection Officer (dpo@eurojust.europa.eu).

Transfer of personal data to third countries

The transfer of personal data to third countries can be carried out in two situations:

- In the context of the creation of list of participants and the subsequent sharing of these lists to all the participants (including those from third countries). In these cases, Eurojust will request the prior explicit consent of the data subjects concerned, in line with Article 50(1)(a) of Regulation (EU) 2018/1725 and inform the participant regarding possible risks such transfers of personal data will raise.
- In the context of the organisation of travel, accommodation and connected services in third countries with the use of the service provider GLOBAL BUSINESS TRAVEL B.V.B.A, based on PM0.02/PR/2017/073 (lot 2) Framework Service contract; In these cases, Article 50(1)(c) of Regulation (EU) 2018/1725 is applicable. For organising these services, GLOBAL BUSINESS TRAVEL B.V.B.A will transfer personal data to the Airline companies, hotels and other similar entities for organising the participation of data owners to WB CRIM JUST Project events.

List of participants

A list of participants will be prepared and shared with the participants prior to or following the meeting. Please let us know if you consent to be included in that list or not. Only participants prior consenting to be included in the list will be part of it. Please be advised that the list of participants will be shared also with participants from third countries outside EU.

Please note that should you agree with your professional details be included in the list of participants, these contact details will be shared with the other participants (from EU Member States or Western Balkan partners).

This means your professional details can be transferred to countries outside the European Union for which no adequacy decision pursuant to Article 47 of Regulation (EU) 2018/1725 or appropriate safeguards pursuant to Article 48 of Regulation 2018/1725 that ensure an adequate level of protection applicable to the transfer for your data in those respective countries as the level foreseen by EU data protection legislation, are in place.

The controller is not able to assess the level of protection and the applicable standards for the protection of individuals.
with regard to the processing of personal data in these third countries, thus please be informed that such transfers could pose risks for the data subject and that similar data protection remedies as at EU level are not available.

Your explicit consent for being included in the List of participants

Do you agree that your contact details be included in the list of participants?

Yes/ No

Please let us know which of your contact details you agree to be included in the list of participants?

First Name/ Last Name/ Email address/ Organisation/ Position/Country

You have the right to withdraw your consent at any point in the future by contacting the WB CRIM JUST Project Coordinator (wbcrimjust@eurojust.europa.eu).

First name: _______________________ Last name: _______________________

Organisation: _________________________________________________________

E-mail address: ________________________________________________________

Country (optional): ____________________________________________________

Signature and date, agreeing to the above personal data being processed by the WB CRIM JUST Project Team under the conditions specified: