



## **DATA PROTECTION NOTICE**

### **For processing of personal data in the context of Eurojust missions approval and planning system**

#### **1. Context and Controller**

The Budget Finance and Planning Unit (BFP) is an administrative unit which provides budgetary and financial services including approval and planning of missions for Eurojust. The unit's main tasks is to plan and ensure the sound financial management of Eurojust Budget. In addition, BFP is also responsible for the monitoring and reporting of the budget implementation and maintaining and processing accurate financial records while preserving the integrity of the budgetary and the accounting system.

The management of missions, which in some cases contains administrative personal data, is fundamental to the integrity of financial information. The processing of personal data is done, in compliance with [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 (hereinafter – Regulation (EU) 2018/1725) and is based on the principles of data minimisation, accountability and transparency.

The Head of BFP is the data controller and Project Coordinator EuroMed Justice is the joint data controller (in as far as managing their own EuroMed Justice missions), responsible for demonstrating and ensuring the compliance with the applicable data protection rules across all the processes and activities implemented by the unit. The data controller can be contacted via the following email address: [hobfpcconfidential@eurojust.europa.eu](mailto:hobfpcconfidential@eurojust.europa.eu) and the joint data controller via the following email address: [EuroMedJustice@eurojust.europa.eu](mailto:EuroMedJustice@eurojust.europa.eu).

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

##### ***Legal basis***

The legal basis for the processes and activities implemented by BFP is Article 5(1)(b) of Regulation 2018/1725, more specifically Eurojust Financial Regulation 2019 adopted based on College Decision 2019-09. This regulation lays the main principle and rules governing the establishment and the implementation of the budget of Eurojust. In order to do so, BFP is responsible for ensuring that the provisions of the applicable financial regulation are respected while all beneficiaries of Eurojust funding receive their payments in a timely manner.

In addition, there are particular College decisions and guidelines regarding the processing and reimbursement of mission expenses of Eurojust post holders, external participants, selection board members and recruitment candidates. Namely:

- Colleague decisions 2016-3 “Policies on coordination meetings and coordination centres” and 2017-17 “Policy on practical arrangements for the organisation of Eurojust meetings”.
- College Decision 2018-10 on the adoption of a Guide to missions and authorised travel applicable to Eurojust staff members and Seconded National Experts
- Guide to Missions and authorised Travel accompanying the commission decision on the general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations of Officials (mission expenses) and on authorised travel and the related Administrative Director's information note on the implementation of the Guide to missions and authorised travel.



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- Administrative Director Decision 2017-61 adopting the Eurojust Recruitment Policy
  - Administrative Director Decision 2018-07 on the contribution towards travel and subsistence expenses incurred to participate in a Selection procedure or a Pre-employment medical examination organized by Eurojust.
  - Administrative Director Decision 2019-28 on the reimbursement of travel and subsistence expenses incurred by Selection Board Members participating in an Eurojust Selection Board.

### ***Purpose of the processing***

The processing aims at reimbursing Eurojust post holders, externals, Selection Board members and recruitment candidates for eligible missions costs incurred on its behalf. To this effect, IT tool Eurojust Missions Approval and Planning (EJ-MAP) is configured to adhere to the relevant regulations ensuring the compliance to the above stated rules and regulations. In this respect, BFP, processes personal data in order to review and authorise the reimbursement of the missions and travel expenditures.

The purpose of this process is also to organise missions, implement the budget of Eurojust and to comply with legal obligations: College Decisions (e.g. on the Financial Regulation applicable to Eurojust), Administrative Director Decisions, Eurojust Decisions and Policies. The processing of personal data is necessary to register the personal details and financial information under which the payment or reimbursement will be processed.

### ***Technical means***

Your personal data is provided by the submission of a mission in EJ MAP, the Financial Identification Form, Legal Entity form and the financial forms developed by the BFP. These forms are submitted electronically, by email and/or on paper. This personal data is included in EJ MAP, Eurojust Missions Approval and Planning IT tool, and in ABAC, the financial tool used by Eurojust which is the corporate financial management system managed by the European Commission.

The mission authorization and the reimbursement of mission and travel expenses are processed through the Eurojust tool for managing and reporting business travel and missions' expenses (EJ-MAP). In some cases, the travel arrangements are made based on the information reported through the Eurojust approved travel agency traveler profile

### ***Types of personal data***

Personal data collected and processed by BFP follow the data minimisation principle, which aims at collecting the strictly necessary information to perform the management of missions. In this respect, the data processed by BFP may request the following personal data:

- a) Personal identification data (first and last names) and/or Legal entity form (LEF);
- b) Financial information/ bank account form (BAF): bank account details (IBAN and SWIFT codes), name, surname and postal address of account holder, bank certificates;
- c) Signature or e-Signature;
- d) Information and documents submitted justifying the reimbursement
- e) Data regarding the missions itself: place(s) of the mission , place of origin/ destination, date and time of departure and arrival, organizational unit the traveler belongs to, means of transport, expenses incurred, name and place of the accomodation, accomodation invoices, start and end times of the professional commitments, possible combined holidays, possible request for advance payment, the budget line on which the mission will be paid, the EJ MAP mission number and the confirmation number created when the missions officer signs for agreement.



### 3. Who has access to your personal data and to whom is it disclosed?

The data will be only accessible to :

- a) Mission owners who have editing access to their own missions.
- b) BFP and EuroMed Justice staff members responsible for missions management;
- c) Hierarchical superiors having read-only access to the mission details of the mission request of staff under their Departments/Units/Offices/Networks/Desks to exercise their duty of approving missions;
- d) Delegates having editing access to missions of people on whose behalf they are delegated to raise missions;
- e) IM's application management has read-only access to the traveller's first and last names for troubleshooting purposes regarding issues with the mission's approval workflows;
- f) Accounting Office have read-only access to mission details for validating the transactions resulting from the missions' management;
- g) Security Unit may have access on ad hoc basis to information on destination country and city, traveler name, actual/departure/ return date and time etc. The data will be accessible to designated persons in the Security Unit to be used in case of ie. terrorist attack, natural disaster, crisis etc

Finally, for the purposes of safeguarding the financial interests of the Union, the personal data may be transferred on a case-by-case basis to internal audit services, to the European Court of Auditors, to the European Anti-Fraud Office, to the European Ombudsman and for the purposes of monitoring and enforcement of the Regulation 2018/1725 to the European Data Protection Supervisor

### 4. How do we protect and safeguard your information?

The information is electronically archived in secured network, as follows:

- All IT tools at Eurojust are developed according to a standard set of security and are thoroughly tested accordingly, to ensure robustness and reliability;
- The financial and business travel and mission's expenses tool is in secured network;
- Paper files are stored in secured lockers and are destroyed in compliance with security procedures.

### 5. How long do we keep your personal data?

Data in EJ-MAP and in paper files are stored for a period of 5 years, complying with the EU Financial Regulation. In addition, a 2-year retention period is followed at Eurojust which starts running from the 31st December of the budget year associated to the mission. More concretely, for every transaction, there is a 2 years period before the discharge of the annual accounts after which the documents are retained for 5 years as per Financial Regulation. Automatic deletion, following the retention period is implemented in EJ-MAP. Paper files are stored in secured lockers and are destroyed in compliance with security procedures. Although EJ-MAP contains and manages missions related to case files, the case files themselves are not included in the system.

### 6. How can you verify, modify or delete your 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 at the following e-mail address: address: [hobfpcconfidential@eurojust.europa.eu](mailto:hobfpcconfidential@eurojust.europa.eu) and the joint data controller via the following email address: [EuroMedJustice@eurojust.europa.eu](mailto:EuroMedJustice@eurojust.europa.eu).



EUROJUST

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## 7. Contact information

If you have any queries on the processing of your personal data or you wish to modify your personal details, they can be corrected at any time by sending an email to [missions@eurojust.europa.eu](mailto:missions@eurojust.europa.eu) and for EuroMed to [EuroMedJustice@eurojust.europa.eu](mailto:EuroMedJustice@eurojust.europa.eu).

In case of queries regarding the processing of personal data, Eurojust Data Protection Officer can be contacted via email address: [dpo@eurojust.europa.eu](mailto:dpo@eurojust.europa.eu).

## 8. Recourse

Finally, you have the right of recourse to the [European Data Protection Supervisor \(EDPS\)](#) via email: [edps@edps.europa.eu](mailto:edps@edps.europa.eu) or following the link: [https://edps.europa.eu/data-protection/our-role-supervisor/complaints\\_en](https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en).