DATA PROTECTION NOTICE
For processing of personal data in the context of Eurojust missions approval and planning system

As Eurojust collects and further processes personal data, 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (‘the Regulation’).

The following information is provided as per Articles 15 of the Regulation.

1. Context of the processing activity 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 and is based on the principles of data minimisation, accountability and transparency.

The Head of BFP is the data controller, the EuroMed Justice Project Coordinator is the joint data controller (in as far as managing their own EuroMed Justice missions) and the Western Balkans Criminal Justice Project Coordinator is the joint data controller (in as far as managing their own Western Balkans 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: BFPdatacontroller@eurojust.europa.eu, the EuroMed Justice (joint data controller) via EuroMedJustice@eurojust.europa.eu and the Western Balkans Criminal Justice (joint data controller) via wbcrimjust@eurojust.europa.eu.

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

Purpose of the processing
The processing aims at reimbursing Eurojust post holders, externals, Selection Board members and eligible costs incurred by candidates in the context of selection procedures at Eurojust incurred on its behalf. To this effect, the IT tool Eurojust Missions Approval and Planning (EJ MAP) is configured to adhere to the relevant 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 as foreseen in the College Decisions (e.g. on the Financial Regulation applicable to Eurojust), Administrative Director Decisions, Eurojust Decisions and Policies listed under Section 2 – Legal basis. The processing of personal data is necessary to register the personal details and financial information under which the payment or reimbursement will be processed.

**Types of personal data**

Personal data collected and processed by BFP, EuroMed and Western Balkans 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, EuroMed and Western Balkans may involve 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, organisation or Eurojust unit the traveler belongs to, means of transport, expenses incurred, name and place of the accommodation, accommodation 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.

**Legal basis**

The legal basis for the processes and activities implemented by BFP is Article 5(1)(a) of Regulation 2018/1725, and Eurojust Financial Regulation 2019 adopted with 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:

- 2015 Eurojust decision on the general implementing provisions adopting the Guide to missions for Eurojust post holders and Members of the Joint Supervisory Body (partially repealed by College Decision 2018-10 on the adoption of a Guide to missions and authorised travel applicable to Eurojust staff members and Seconded National Experts);
- Colleague decisions 2016-3 "Policies on coordination meetings and coordination centres", 2017-17 "Policy on practical arrangements for the organisation of Eurojust meetings" and 2017-33 "Practical arrangements for Eurojust support to the organisation of the meetings of the Consultative Forum of Prosecutors General and Director of Public Prosecutions of the Member States of the European Union"
- Administrative Director Decision 2017-61 adopting the Eurojust Recruitment Policy;
- 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;

- 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;
- Administrative Director Decision 2021-36 on the adoption of a Guide for external participants from South Partner, Enlargement and Sahel countries attending EuroMed Justice Programme activities;
- Administrative Director Decision 2023-14 on the temporary use of the Guide for external participants from South Partner, Enlargement and Sahel countries attending EuroMed Justice programme activities for the Western Balkan project;

**Technical means**

Your personal data is provided by the submission of a mission in EJ MAP, the Financial Identification Form, LEF 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 and in SUMMA, the financial tool used by Eurojust which is the corporate financial management system managed by the European Commission

The mission authorisation and the reimbursement of mission and travel expenses are processed through EJMAP. In some cases, the travel arrangements are made based on the information reported through the Eurojust approved travel agency traveler profile

### 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, EuroMed and Western Balkans 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/Secretariats/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) ICT application management having 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 having 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 terrorist attack, natural disaster, crisis etc.
4. How do we protect and safeguard your information?

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

- All IT tools at Eurojust are developed according to a standard set of security requirements and are thoroughly tested accordingly, to ensure robustness and reliability.
- The financial and business travel and mission’s expenses tool is hosted in a secured network.
- Paper files are stored in secured lockers and are destroyed in compliance with security procedures. EJ MAP moved to paperless as of March 2020, thus paper files are no longer kept from that date on.

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

You have the right to access your personal data and to relevant information concerning how we use your personal data. You have the right to ask that we delete your personal data or restrict its use. Where applicable, you have the right to object to our processing of your personal data, on grounds relating to your particular situation. Where applicable, you have the right to data portability. 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 (see College Decision 2020-04 of 15 July 2020 on internal rules concerning restrictions of certain data subjects’ rights in relation to the processing of personal data in the framework of activities carried out by Eurojust, available in the Eurojust website [here](#)).

To exercise your rights, please contact the Controller at the following e-mail addresses: BFPdatacontroller@eurojust.europa.eu, the EuroMed Justice (joint data controller) via EuroMedJustice@eurojust.europa.eu and the Western Balkans Criminal Justice (joint data controller) via wbcrimjust@eurojust.europa.eu.

6. 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.

7. Contact information

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

8. Recourse

You have the right to lodge a complaint to the European Data Protection Supervisor via the email edps@edps.europa.eu or [https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en](https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data.