

## DATA PROTECTION NOTICE

### For processing of personal data to produce statistics on occupancy of Eurojust premises

#### 1. Context and Controller

As Eurojust collects and further processes personal data in the context of the use of iProtect system for the purpose of access management to Eurojust premises, the processing of personal data 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. Collection and processing of personal data for security and safety purposes are under the responsibility of the Controller, who is the Head of Security Unit and can be contacted at [Security@eurojust.europa.eu](mailto:Security@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 processing operations on personal data is:

- Articles 3 to 5 of the Seat Agreement concluded between the Kingdom of the Netherlands and Eurojust of 15 March 2006; in relation to inviolability, protection and special services to the Eurojust Headquarters;
- Rec. (22) of the Regulation 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 'Regulation 2018/1725': "*Processing of personal data for the performance of tasks carried out in the public interest by the Union institutions and bodies includes the processing of personal data necessary for the management and functioning of those institutions and bodies*";
- Regulation (EU) 2018/1727 of the European Parliament and of the Council of 14 November 2018 on the European Union Agency for Criminal Justice Cooperation (Eurojust) -'the Eurojust Regulation', in particular Articles 30 and 72;
- College decision 2016-4 adopting the revised security rules of Eurojust, College decision 2016-24 amending the Security Rules of Eurojust.

In addition, an Access Management Policy was approved on 23 June 2020; and a close-circuit television system (CCTV) Policy was adopted on 2 July 2020.

##### *Purpose of the processing*

Because of the COVID-19 pandemic, the Commission established a new, more flexible regime for teleworking. The aggregated data obtained after processing will be used to optimise the use of Eurojust premises (e.g. office space allocation) and the services provided to post holders and visitors (e.g. catering).

##### *Technical means*

Your personal data is obtained from the iProtect system, supporting access management.

The information is collected and processed by Eurojust post holders in the Security Unit. It is analysed using standard Microsoft Office software under the responsibility of the Controller.

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

Personal data collected and further processed are:

- First Name
- Last Name
- Organisational Unit
- Date and time of access

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

For the purpose detailed above, access to your personal data is given to the following persons, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with European Union law, especially with Articles 4 to 6 and 9 to 10 of Regulation 2018/1725:

- A limited number of duly authorised Eurojust post-holders in the Security Unit.

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

Appropriate technical and organisational measures are in place to ensure a level of security appropriate to the risks represented by the processing and the nature of the personal data to be processed.

These measures notably prevent any unauthorized disclosure or access, accidental or unlawful destruction or accidental loss, or alteration, and any other unlawful forms of processing.

The main measures are as follows:

- The data is collected and processed only by specifically tasked Security Officers in the Security Management Sector. They will delete the data from all their files immediately after it is provided to the persons responsible for its analysis.
- Only the Head of the Security Unit or the Head of the Security Management Sector will analyse the information. The personal data used for producing aggregated data will be deleted from all files immediately after its analysis is finished.

### **5. 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. 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.

Any such request should be directed to the Controller, by using the following email address: [Security@eurojust.europa.eu](mailto:Security@eurojust.europa.eu), and by explicitly specifying your request.

Identification data of individuals can be corrected at any time.

### **6. How long do we keep your personal data?**

Your personal data are kept:

- After 14 days, the system automatically deletes the data in the source system (iProtect). The personal data used for analysis is deleted not later than three days after the extraction from the source 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](mailto:dpo@eurojust.europa.eu).

## 8. Recourse

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).