DATA PROTECTION NOTICE
For processing of personal data in the context of the use of the ExLibris’ Alma and Primo VE solution

1. Context and Controller
Eurojust - and ExLibris as the data processor- 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 the administrative personal data required for the functioning of the Eurojust Library is under the responsibility of the Controller, who is the Head of Corporate Communications Unit and can be contacted at DP_comms@eurojust.europa.eu.

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

Legal basis
The legal basis for processing of personal data is Regulation (EU) 2018/1725 of 23 October 2018 (a2) (a) as per recital 22, second sentence
- To be able to maintain and support IT systems needed for the operation of Eurojust.
- To be compliant with security regulations.

Purpose of the processing
The purpose of processing personal data for the online library is to:
- Create and manage the accounts to facilitate the requests for reserving and borrowing physical and digital library resources to authorised users, as well as tracking the Library collection.
- Address troubleshooting and conducting incident investigations as needed.

Types of personal data
Administrative personal data are processed of Eurojust post holders both for the front-end (Primo VE) and back-end (Alma) interface:
- Name and middle name (if used),
- Surname(s),
- Eurojust email address,
- IP address (Eurojust public IP address if connected via VPN, device’s own IP address if not connected viaVPN)
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 available to the Eurojust Library and ExLibris team.

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

The ExLibris services are hosted in the EU. Eurojust ensures that safeguarding of personal data through contractual means.

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 or, 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: usersupport@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.

Identification data of individuals can be corrected at any time.

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

Personal data is kept in the library management system as long as the user have an active Eurojust email account. The data of post holders who leave Eurojust is deleted upon signature of the Exit form (Eurojust exit procedure).

7. **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 usersupport@eurojust.europa.eu, and by explicitly specifying your request.

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

8. **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 Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data.