



Eurojust record of processing activity

Record of processing personal data activity, based on Article 31 of Regulation (EU) 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Part I – Article 31 Record (this part is publicly available)

Nr.	Item	Description
Extract of a limited set of personal and organizational data from the central Inter-Institutional repository (COMREF) for the purpose of granting access rights to a limited number of users to test and use the application PPMT.		
1.	Last update of this record	23/03/2022
2.	Reference number	LAU-04 (March 2022)
3.	Name and contact details of controller	Head of the Legal Affairs Unit: procurement@eurojust.europa.eu Postal address: P.O. Box 16183-2500 BD, The Hague (The Netherlands) Office address: Johan de Wittlaan 9, 2517 JR The Hague (The Netherlands) The transfer of the data to COMREF shall be made under the supervision of the Controller who supervises and defines the process to transfer and update the list of post-holders to COMREF.
4.	Name and contact details of DPO	Eurojust Data Protection Office, reachable via dpo@eurojust.europa.eu
5.	Name and contact details of joint controller (where applicable)	For COMREF/PPMT - European Commission. The European Commission is responsible for the development and maintenance of COMREF and PPMT as well as any updates and development to these systems. COMREF in particular is responsible of the configuration process to allow the creation of a special view in the system.
6.	Name and contact details of processor (where applicable)	procurement@eurojust.europa.eu - responsible for the process of delivering a list to COMREF with the limited set of data subjects as a series of PER_ID as well as updates to the referred list. DIGIT-COMREF@ec.europa.eu – responsible for the configuration process to allow PPMT to access the information in COMREF for the limited number of data subjects on the basis of the list submitted by Eurojust.
7.	Purpose of	To grant access rights to a limited number of post-holders involved in

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	the processing	procurement procedures by allowing PPMT system to extract a limited set of personal and organizational data from the central Inter-Institutional repository (COMREF) and determine if the user has the required rights to access PPMT and execute tasks related to procurement procedures.	
8.	Description of categories of persons whose data are processed and list of data categories	Staff members involved in procurement procedures (Request and Procedures modules in PPMT) with a valid and active AD account and active contract status in the HR system.	General user account information like User ID, name, surname, title. User affectation information i.e. its position at the institution's organigram Job related information i.e User function, job description. Organisational data such as organisational entity ID, type, etc.
9.	Time limit for keeping the data	The personal data transferred is to be stored for as long as the data subjects perform public procurement procedures and access to PPMT is needed in order to perform procurement tasks. The data will be retained for a maximum period of six months following the end of the identified procurement tasks with each update of the list.	
10.	Recipients of the data	For the purpose detailed above, access to personal data is given to the following persons strictly on a need to know basis: Authorised Eurojust post-holders. Authorised administrators (internal EU users).	
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	There are no transfers of personal data to third countries or international organisations.	
12.	General description of security measures, where	All personal data automatically transferred in electronic format is stored on the servers of the European Commission. All processing operations are carried out pursuant to the Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission. In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include	

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	possible.	appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation. Additionally, personal data is protected through the following industry best practices: <u>Security controls.</u>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	Please refer to Data Protection Notice.