



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 ('the Regulation')

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

Nr.	Item	Description
Elections for the Staff Committee		
1.	Last update of this record	28/11/2023
2.	Reference number [For tracking, please contact the DP Office for obtaining a reference number.]	EC-01
3.	Name and contact details of controller [Use functional mailboxes, not personal ones, as far as possible - this saves time when updating records and contributes to business continuity.]	Electoral Committee eleccomm@eurojust.europa.eu
4.	Name and contact details of DPO	dpo@eurojust.europa.eu
5.	Name and contact details of joint controller (where applicable) [If you are jointly responsible with another EUI or another organisation, please indicate so here (e.g. two EUIs with shared medical service). If this is the case, make sure to mention in the description who is in charge of what and whom people can address for their queries.]	
6.	Name and contact details of processor (where applicable) [If you use a processor (contractor) to process personal data on your behalf, please indicate so (e.g. 360° evaluations,	

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	outsourced IT services or pre-employment medical checks).]	
7.	<p>Purpose of the processing</p> <p>[Very concise description of what you intend to achieve; if you do this on a specific legal basis, mention it as well (e.g. staff regulations for selection procedures).]</p>	<p>The purpose of the processing of personal data is the organization of the elections for the Staff Committee. More in particular, personal data are processed at the following stages of the election process:</p> <ul style="list-style-type: none"> • Distribution of electoral roll to eligible voters by email. Information on the electoral roll contains names and surname of eligible voters. Any staff member who was not included on the electoral roll but considers that he/she meets the criteria above may raise an objection in writing to the Chairperson of the Electoral Committee, in accordance with the procedure described in Article 4 of <u>Decision 2016-15</u>. • Reception of candidacies. The electoral committee will check all candidatures and reject those who do not fulfil the conditions of article 5 of <u>Decision 2016-15</u>. Following this the electoral committee will publish the list of candidates in the dedicated intranet page; • Based on the electoral roll, the electoral committee will dispatch invitations to vote via EU Survey by email to all eligible voters that meet the conditions of Article 4 of College Decision 2016-15. EU Survey is a tool that is set up and managed by the European Commission. The elections are carried out in anonymous way. More information are provided in the <u>EU Survey privacy statement</u>. • Eligible voters will have 5 working days to cast their votes through EU Survey. EU Survey will limit access to those who are on the electoral roll and will only allow eligible electors to vote once. Each voter can vote for a maximum of 3 candidates. • The electoral committee shall conduct the count of votes received. • Notification of successful candidates to all staff via email in descending order (by number of votes) indicating the name of the successful candidates and number of votes.
8.	<p>Description of categories of persons whose data are processed and list of data categories</p> <p>[In case data categories differ between different categories of persons, please explain as well. Be precise regarding the categories of data: contact details. Name, surname, email address, phone number,</p>	<p>Categories of persons: eligible staff of Eurojust as voters and as candidates.</p> <p>List of data categories:</p> <p>Candidates:</p> <ul style="list-style-type: none"> • Name and surname; • Eurojust email address; • Photograph of the candidate(s);

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	etc.]	<ul style="list-style-type: none"> Voluntary data regarding experience relevant to be members of the Staff Committee. <p>Voters:</p> <ul style="list-style-type: none"> Name and surname; Eurojust email address.
9.	Time limit for keeping the data [Indicate your retention period including its starting point; differentiate between retention periods of categories of persons or data where needed (e.g. in selection procedures: candidates who made it onto the reserve list vs. those who did not).]	<p>For candidates, deletion of personal data received for the purpose of the election will happen at the end of the period to challenge it, in accordance with Decision 2016-15 setting up a Staff Committee.</p> <p>Names and emails of eligible voters will be kept in the EU Survey tool and in the Electoral Committee functional mailbox; they will be deleted once the period established for challenging the procedure has expired.</p> <p>The European Commission keeps the data in EU Survey for the time necessary to fulfil the purpose of the survey. Data associated with a user account is deleted after a period of inactivity of 2 years.</p>
10.	Recipients of the data [Who will have access to the data within Eurojust? Who outside Eurojust will have access? Note: no need to mention entities that may have access in the course of a particular investigation (e.g. OLAF, EO, EDPS).]	<p>The members of the Electoral Committee have access to personal data of voters and candidates.</p> <p>Personal data of candidates, including photographs and information related to their relevant experience, are updated on the relevant Intranet page and they are accessible to Eurojust staff.</p> <p>The European Commission in their role of managing the EUSurvey tool has access to personal data of voters, as described in the EU Survey privacy statement</p>
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards? [E.g. processor in a third country using standard contractual clauses, a third-country public authority you cooperate with based on a treaty. If needed, consult DPO for more information on how to ensure safeguards.]	No
12.	General description of security measures, where possible. [Include a general description of your security measures that you could also provide to the public.]	<p>Rely in Eurojust/EU ICT infrastructure to transmit and receive data.</p> <p>Data will be sent and received through the functional mailbox eleccomm@eurojust.europa.eu.</p> <p>Data is stored at the DMS dedicated space (2023 SC Elections</p>

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		<p>DP related folder).</p> <p>Access to the Electoral Committee's functional mailbox and the DMS space is restricted to the Electoral Committee Members.</p>
13.	<p>For more information, including how to exercise the data subject's rights to access, rectification, object and data portability (where applicable), see the data protection notice:</p> <p>[While publishing the data protection notice is not strictly speaking part of the record, doing so increases transparency and adds no administrative burden, since it already exists.]</p>	<p>Data protection notice is included in the invitation to vote and the intranet dedicated page.</p>