

DATA PROTECTION NOTICE

For the taking/processing of Photos & Audiovisual Materials by CCU

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 Article 15 of the Regulation.

1. Context of the processing activity and Controller

As part of the Corporate Department at Eurojust, the Corporate Communications Unit (CCU) is responsible for processing photos and audio-visual materials, specifically videos and voice recordings, of Eurojust postholders and visitors.

Photos, videos and voice recordings may be used on Eurojust's intranet, electronic or printed corporate publications, social media channels (X, LinkedIn, YouTube, BlueSky, Facebook, Instagram, Mastodon, Flickr), external website, conferences, seminars and other events. This use of audiovisual (AV) material is in accordance with strategic objectives of promoting Eurojust's visibility and branding as described in [Eurojust's Multiannual Strategy](#) and the Agency's Communication Strategy 2026-2030.

Photos, videos and voice recordings may also be used to produce tailor-made educational material for stakeholders or practitioners, as well as for enhancing internal communication.

As part of the responsibilities of the CCU to serve Eurojust, the CCU has also the obligation to archive the photos and audio-visual materials as needed to preserve the institutional memory of Eurojust and its contribution to the EU.

Collection and processing of personal data within CCU are under the responsibility of the Controller, who is the Head of CCU, and can be reached at the address DP_comms@eurojust.europa.eu.

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

Purpose of the processing

Pictures and videos are taken to meet one of the following purposes:

1. To promote Eurojust work and visibility as part of the Eurojust Multiannual Strategy and Communication Strategy 2026-2030:
 - a. To increase the external visibility of Eurojust as a key player in the EU's security architecture and ensure its impact and indispensable contributions are recognised
 - b. To increase awareness, trust and engagement among stakeholders and partners.
2. Educational purposes: tailor-made corporate AV products for stakeholders and practitioners.

Types of personal data

The personal data collected, stored and further processed if needed is photos, videos and voice recordings.



Photos, videos or voice recordings may be accompanied with the name of the subject, as well as the location and date the material was captured. This information is used to identify the subject (when this information is relevant), and/or to ensure the proper storage/identification of the materials.

Legal basis

The processing of Pictures and videos by CCU is subject to [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 pictures and video shoots will be only processed on the basis of your consent. Please note that you have the right to withdraw your consent at any time. To do that, please contact the Corporate Communications Unit via the following e-mail address: DP_comms@eurojust.europa.eu, and we will do what is technically and organisationally possible to accomplish your request as soon as possible.

Technical means

Photos, videos and voice recordings will be taken by Eurojust-owned digital video and photo cameras, digital recording devices or by corporate mobile devices equipped with camera and microphone. They will be stored digitally in appropriate formats (e.g. .jpeg, .png, .mp4, .mov, .wav).

Photos, videos and voice recordings will be stored digitally in a separate drive on the secure Eurojust servers.

Photos, videos and voice recordings are further processed in the Adobe Creative Cloud software.

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

For the purposes detailed above in section 2, access to your personal data is possible for the authorised staff members working in the Corporate Communications Unit.

Selected material may be made available on the Eurojust intranet (accessible to all postholders) and shared with event participants and organisers from other organisations.

Photos, videos and voice recordings selected for publication on the Eurojust website, social media channels, publicly distributed publications and videos are available to the general public.

In some cases, photos, videos and voice recordings approved for public use may be shared with other organisations to use in their publications, websites or public products.

4. How do we protect and safeguard your information?

To protect your personal data, a number of technical and organisational measures have been put in place. Eurojust has put in place, based on a Risk Assessment, appropriate security measures to ensure confidentiality.

Concerning unauthorised access to equipment and data, Eurojust's secure premises are protected by Eurojust-specific physical security measures. Administrative measures include the obligation for all authorised personnel having access to personal data stored on Eurojust servers to be security screened or sign a confidentiality agreement, and for service providers maintaining the equipment and systems to be individually security cleared and to have signed non-disclosure and confidentiality agreements.

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 request rectification of 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 the right to your 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 [on the Eurojust website](#)).

Any such request should be directed to the Controller, by using the following email address: DP_comms@eurojust.europa.eu.

6. How long do we keep your personal data?

1 – In line with Article (4)(1)(e) of the Regulation (EU) 2018/1725, selected photos and videos of events that are considered of historical or administrative value under AD decisions 2017-03 and 2017-04 on the Eurojust historical archives and the retention schedule, after 2 years will be transferred to the internal organisational memory and archived, subject to regular reviews. The same process will apply, with transfer after 10 years, to the selected video projects that explain and promote the work of Eurojust and are a part of the strategic objectives set out in the Communication Strategy.

2 - Based on specific consent, photos and video footage produced in particular to be used not only in a specific project but in future corporate projects unspecified at the time of recording: 5 years after the 1st of January of the calendar year they were taken.

3 - Pictures of events and visits which are not considered of historical value, farewells, internal meeting, social events, trainings, workshops or any other events pictures: 2 years after the 1st of January of the year that were taken, after which they will be deleted.

4 - Portraits of National Members, Heads of Departments/Units/Offices/Networks and Administrative Director will be considered of historical or administrative value under AD decisions 2017-03 and 2017-04 on the Eurojust historical archives and the retention schedule after 2 years will be transferred to the internal organisational memory and archived but subject to regular reviews.

5 - Other staff portraits, Unit pictures, pictures of contractors, visitors and group photos: 2 years after the 1st of January of the year that were taken, after what they will be deleted manually.

6 – Consent forms signed by the data subjects are kept for the same time period as the photo or video they consent to is kept.

7. Contact information

In case of queries regarding the processing of personal data 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 via the email edps@edps.europa.eu or 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.