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
Intranet feature – Meet your colleagues		
1.	**Last update of this record**	March 2026
2.	**Reference number** [For tracking, please contact the DP Office for obtaining a reference number.]	HRU-22 (February 2026)
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.]	Head of Human Resources Unit hohrconfidential@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.]	N/A
6.	**1/ 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°	2/ Human Resources staff members with access to the functional mailbox HRDevelopment@eurojust.europa.eu

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	evaluations, outsourced IT services or pre-employment medical checks).] **2/ Persons processing under the authority of the controller according to Article 30 of Regulation (EU) 2018/1725** ("internal processors").	
7.	**Purpose of the processing** [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).]	Data is processed with the purpose of creating a new intranet feature, 'Meet your colleagues', aimed at increasing introductions, interactions and conversations between all Eurojust post-holders. An e-mail with the explanation of the purpose and the nature of the Intranet feature is sent via HR Latest News to all post-holders and they are invited to contribute on a voluntary basis by sending an email with their responses to a set of questions to the Human Resources Development functional mailbox HRDevelopment@eurojust.europa.eu. This intranet feature is part of the main Human Resources Intranet page (EJ4U), which includes a post-holder's full name, job title and unit/national desk, with the link to the answers to the mentioned questions.
8.	**Description of categories of persons whose data are processed and list of data categories** [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, etc.]	**Categories of persons**: Eurojust post-holders who provide their replies to the mentioned questions on a voluntary basis. **Data categories**: photo, name, surname, job title, unit/National desk and the answers to the following questions: • Where are you from? • What excites you most about working at Eurojust? • What was your first paying job? • Who inspires you most, and why? • What's your all-time favourite film? • What's a song you never get bored of, no matter how many times you hear it? • If you had to choose one favourite food / cuisine, what would it be? • What's your favourite holiday destination? • If you could bring only one book to a desert island, which would you choose? • Who would you invite to your ultimate fantasy dinner party, living or historical? • Do you have any hidden talents or hobbies?

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		• What topics or areas can colleagues contact you about? • 3 informal questions for newcomers as part of 'Meet our Newcomers'. Newcomers will be asked to answer 3 informal questions from the list of questions above or very similar questions based on their personal interests & hobbies so they have an opportunity to introduce themselves with the answers that are specific to them.
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)]	Emails (including voluntary answers to the questions above) sent by the post-holders will be deleted from the HR development functional mailbox immediately after their publication and, in any case, within one year of receipt. If Photo and the above-mentioned data and answers from the post-holders will be removed from the Intranet no later than 2 months after publication.
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)]	All Eurojust post holders will have access to the personal data that is published as the Intranet feature 'Meet your colleagues' via their access to the Eurojust Intranet. Only duly authorized HR staff members with access to the HR Development functional mailbox will have access to the email contributions from the post-holders.
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.]	Only authorized HR staff members have access to the HR Development functional mailbox. The Human Resources Unit will only publish the information voluntarily disclosed by the data subject. No printing or sharing of the received emails from the post-

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		holders. The intranet content is backed up on Eurojust servers.
13.	**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:** [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.]	*Data Protection Notice for Intranet feature – meet your colleagues | Eurojust | European Union Agency for Criminal Justice Cooperation*