




## 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
<b>Eurojust Casework restricted area (RA)</b>		
1.	<b>Last update of this record</b>	
2.	<b>Reference number</b> [For tracking, please contact the DP Office for obtaining a reference number.]	
3.	<b>Name and contact details of controller</b> [Use functional mailboxes, not personal ones, as far as possible - this saves time when updating records and contributes to business continuity.]	Federica Curtol, Head of Casework Unit <a href="mailto:casework@eurojust.europa.eu">casework@eurojust.europa.eu</a>
4.	<b>Name and contact details of DPO</b>	<a href="mailto:dpo@eurojust.europa.eu">dpo@eurojust.europa.eu</a>
5.	<b>Name and contact details of joint controller (where applicable)</b> [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.	<b>Name and contact details of processor (where applicable)</b> [If you use a processor (contractor) to process personal data on your behalf, please indicate so (e.g. 360° evaluations, outsourced IT services or pre-employment medical checks).]	N/A

Nr.	Item	Description
7.	<p><b>Purpose of the processing</b></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 RA will serve as a platform for communication between EU and non-EU judicial and law enforcement authorities. The aim is for the practitioners to discuss and share information on practical and legal difficulties encountered in their work.</p> <p>The platform therefore contains discussion boards and a repository of useful documents such as court rulings, guidelines, etc.</p> <p>To ensure that entitled practitioners have access to this platform, their personal data are collected and further processed.</p>
8.	<p><b>Description of categories of persons whose data are processed and list of data categories</b></p> <p>[In case data categories differ between different categories of persons, please explain as well.]</p>	<p>Categories of persons (upon their request):</p> <ul style="list-style-type: none"> <li>- EU and non-EU judicial and law enforcement authorities; on the basis of their consent given in the User Registration Form to request access to the Eurojust Casework Restricted Area website;</li> <li>- Eurojust members of National Desks and Liaison Prosecutors' Offices;</li> <li>- Eurojust authorized staff involved in support to operational work;</li> </ul> <p>Data categories:</p> <ul style="list-style-type: none"> <li>- Name and surname;</li> <li>- Rank/position;</li> <li>- Professional contact details (email address, telephone number)</li> <li>- Country/organisation</li> </ul>
9.	<p><b>Time limit for keeping the data</b></p> <p>[Indicate your administrative retention period including its starting point; differentiate between 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>	<p>The personal data are kept until the account in the RA is terminated. The data controller deletes the collected data from its records immediately.</p>
10.	<p><b>Recipients of the data</b></p> <p>[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>	<p>Eurojust:</p> <ul style="list-style-type: none"> <li>- Information Management Unit, Casework Unit and Eurojust National Desks and Liaison Prosecutor's Offices in order to carry out their direct tasks;</li> </ul> <p>Outside Eurojust:</p> <ul style="list-style-type: none"> <li>- All EU and non-EU judicial and law enforcement authorities that have requested</li> </ul>

Nr.	Item	Description
		access to the RA and given consent to make their personal information and professional contact details available in the RA for the purpose to allow practitioners to contact them.
11.	<p><b>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</b></p> <p>[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.]</p>	<p>No personal data are transferred to third countries or organizations.</p> <p>However, practitioners from non-EU countries that have access to the RA and are using it, will be able to have access to the contact details mentioned on the RA.</p>
12.	<p><b>General description of security measures, where possible.</b></p> <p>[Include a general description of your security measures that you could also provide to the public.]</p>	<p>a) Eurojust post holders responsible for administration of Eurojust Casework RA have security clearances at least at the level “CONFIDENTIAL”;</p> <p>b) All electronic and hard copies of documents including personal data are stored securely in secure system, with limited access to duly authorised Eurojust staff only.</p>
13.	<p><b>For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:</b></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_CaseworkR.</p>

