



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
WB CRIM JUST PROJECT		
PROCESSING OF THE PERSONAL DATA OF PARTICIPANTS ATTENDING DIFFERENT EVENTS IN THE CONTEXT OF THE WB CRIM JUST PROJECT		
1.	Last update of this record	February 2023
2.	Reference number [For tracking, please contact the DP Office for obtaining a reference number.]	IAO-03 (February 2023)
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.]	Western Balkans Criminal Justice (WB CRIM JUST) Project Coordinator: wbcrimjust@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)
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) [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.	Name and contact details of processor (where applicable)	

Nr.	Item	Description
	<p>[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).]</p>	<p>Authorised staff of the WB CRIM JUST Project Team (WB CRIM JUST-PT) tasked by the Program Coordinator;</p> <ul style="list-style-type: none"> • Eurojust staff organising missions; • Staff of GLOBAL BUSINESS TRAVEL B.V.B.A, when organising travel and accommodation services based on PM0.02/PR/2017/073 (lot 2) Framework Service Contract
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 WB CRIM JUST PT will process personal data in order to enable the activities of the WB CRIM JUST Project. The WB CRIM JUST Project aims at strengthening judicial cooperation among Western Balkan partners and between the region and the EU. For this purpose, the WB CRIM JUST Project established a Contact Group of prosecutors coming from the Western Balkans. In addition to the meetings of the Contact Group, the WB CRIM JUST Project organises operational meetings, workshops and events attended by practitioners from the Western Balkan region and EU countries.</p> <p>Prior to these meetings, during the meetings and following the meetings, the WB CRIM JUST PT and Eurojust staff organising missions, can collect and process personal data of the participants attending these meetings, in order to organise the meetings, travel, accommodation and other similar services and cover reimbursement costs, if necessary.</p> <p>Lists of participants can be drafted and circulated with the participants before or after the meetings, with their prior consent. As some of the participants are located in third countries, the sharing of the list of participants involves transfer of personal data to third countries.</p> <p>For the purpose of organising these meetings, the WB CRIM JUST PT /Eurojust can share the personal data of the participants with a service provider (GLOBAL BUSINESS TRAVEL B.V.B.A) who will organise travel, accommodation and similar services for participants in WB CRIM JUST Project meetings. Further on, for the meetings organised in third countries, GLOBAL BUSINESS TRAVEL B.V.B.A can transfer personal data to third countries (Airline companies, hotels, similar providers) for organising these services.</p> <p>The WB CRIM JUST PT will collect personal data of participants via email communication or the <u>EU Survey platform</u>.</p>

Nr.	Item	Description
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.]</p>	<p>Categories of persons are: judicial and law enforcement authorities appointed by the competent authorities of the Western Balkans partners (i.e., Contact Group members); other participants to meetings of the Contact Group, workshops and events (online or in-person) organized by the WB CRIM JUST PT.</p> <p>Categories of data are: name and surname, title, job title, institutional contact details (institution address, phone numbers, email address), city and country, bank details, Visa details (if needed), travel details, mission data as detailed in the record of processing activity for missions approval and reimbursement system.</p>
9.	<p>Time limit for keeping the data</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 Contact Group members are appointed by letter to Eurojust sent by their appointing authority.</p> <p>Personal data of Contact Group members and other participants to the WB CRIM JUST Project meetings and events will be kept until the conclusion of the WB CRIM JUST Project (September 2026 – subject to extension) for the data related to the organisation of the meetings per se.</p> <p>The letters of appointment are kept for the duration of the WB CRIM JUST Project or until the PT is informed of any changes. They are shredded (if in paper form) or deleted (if electronically) at the termination of the WB CRIM JUST Project, and if the PT is informed that the data is not correct anymore.</p> <p>The list of Contact Group members is updated whenever the PT is informed of a change in the appointment of the members.</p> <p>Confirmation of data for all entries is carried out once per year.</p> <p>In order to comply with the EU Financial Regulation, data in the Eurojust Missions Approval and Planning (EJ-MAP) and in paper files are stored as detailed in the record of processing activity for missions approval and reimbursement system.</p>

Nr.	Item	Description
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).]	<ul style="list-style-type: none"> • Authorised staff of the WB CRIM JUST PT tasked for this purpose by the Project Coordinator. • Staff of GLOBAL BUSINESS TRAVEL B.V.B.A, when organising travel and accommodation services based on PM0.02/PR/2017/073 (lot 2) Framework Service contract. • Authorized and designated staff members organizing missions, staff from Budget, Finance and Planning Unit, Events and Logistics, Executive Support Team and Security will also have access to the data on the need to know basis. • The list of participants, which includes personal data of those participants that have explicitly given their consent to share their contact details with the other participants in the meeting, is sent to them electronically after the meeting.
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.]	<p>The transfer of personal data to third countries can be carried out in two situations:</p> <ul style="list-style-type: none"> • In the context of the creation of list of participants and the subsequent sharing of these lists to all the participants (including those from third countries). In these cases, Eurojust will request the prior explicit consent of the data subjects concerned, in line with Article 50(1)(a) of Regulation (EU) 2018/1725 and inform the participant regarding possible risks such transfers of personal data will raise. The registration form will be designed in such a way to allow consent/refuse for being included in the list of participants and data being shared with the other participants. • In the context of the organisation of travel, accommodation and connected services in third countries with the use of the service provider GLOBAL BUSINESS TRAVEL B.V.B.A, based on PM0.02/PR/2017/073 (lot 2) Framework Service contract, Article 50(1)(c) of Regulation (EU) 2018/1725 is applicable; for organising these services GLOBAL BUSINESS TRAVEL B.V.B.A will transfer personal data to the Airline companies, hotels and other similar entities for organising the participation of data owners to WB CRIM JUST Project events.
12.	General description of security measures, where possible. [Include a general description of your security measures that you could also provide to the public.]	Data is processed and stored in the Eurojust secure ICT environment. Data can also be processed by GLOBAL BUSINESS TRAVEL B.V.B.A under the conditions and requirements of EU DP legal framework and

Nr.	Item	Description
		PM0.02/PR/2017/073 (lot 2) FWC.
13.	<p>For more information, including how to exercise your 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>	Data protection notice attached to this record.