



## 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)

#### Requests for information

Nr.	Item	Description
<b>Requests for information</b>		
1.	<b>Last update of this record</b>	<b>July 2020</b>
2.	<b>Reference number</b> [For tracking, please contact the DP Office for obtaining a reference number.]	LAU- 03 (July 2020)
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.]	Head of Legal Affairs Unit, contact via <a href="mailto:ls-admin-external@eurojust.europa.eu">ls-admin-external@eurojust.europa.eu</a>  <b>Postal address:</b> P.O. Box 16183 – 2500 BD  The Hague The Netherlands  <b>Office address:</b> Johan de Wittlaan, 9  2517 JR The Hague The Netherlands
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	N/A

Nr.	Item	Description
	description who is in charge of what and whom people can address for their queries.]	
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).]	The data collected will be processed internally by duly authorised staff members of the Legal Affairs Unit responsible for handling the requests.
7.	<b>Purpose of the processing</b> [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>Processing of personal data is necessary for the handling of requests for information received by Eurojust and providing the requested information to the requester in accordance with Article 14 of the Code of Good Administrative Behaviour of Eurojust (available <a href="#">here</a>).</p> <p>If the request for information concerns another EU institution/body/agency, Eurojust shall direct the requester to that institution/body/agency.</p> <p>Requests for information are generally received through submission of the online contact form in the Eurojust website, but also by post.</p>
8.	<b>Description of categories of persons whose data are processed and list of data categories</b> [In case data categories differ between different categories of persons, please explain as well.]	<p><u>Categories of persons:</u></p> <p>Any member of the public (natural or legal person, whether they reside or have resided in an EU Member State or not) who send requests for information to Eurojust.</p> <p><u>Categories of data:</u></p> <p>The personal data that are processed are mainly: name, surname, email address, name of the media, organization or employer (where applicable), location (country), subject matter of the request and, if provided by the data subject, postal address telephone and fax number.</p>

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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>Data will be stored by Eurojust in electronic and paper files for as long as necessary and in any case no longer than a maximum period of ten years after the receipt of the request for information.</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>Personal data submitted by the applicants are not disclosed outside Eurojust.</p> <p>Requests for information may be allocated to duly authorised Eurojust staff within another Unit/Office on a need to know basis in order to provide a response to the member of the Legal Affairs Unit (no personal data is transferred but only the relevant part of the request). Requests are allocated to the responsible Eurojust Unit/Office based on the subject matter of the request.</p> <p>If the Legal Affairs Unit receives a request for access to personal data, and not a request for information, such request is forwarded as soon as possible to the DPO for further handling.</p>
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</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>All processing operations are carried out pursuant to existing policies describing access control to different Eurojust applications to ensure the confidentiality of personal data. The relevant documentation is stored electronically on a secure network in an internal database to which only staff members of the Legal Affairs Unit have access. Requests received by post are stored in locked closets to which only the Head of</p>

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		Legal Affairs Unit has access.
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>	Please refer to <a href="#">Data protection notice</a>