



### 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

No.	Item	Description
<b>EUROMED JUSTICE</b> <b>PROCESSING OF THE PERSONAL DATA OF PARTICIPANTS ATTENDING DIFFERENT EVENTS IN THE CONTEXT OF EUROMED JUSTICE PROGRAMME</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.]	CAU-05 (December 2020) Updated August 2021
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.]	EuroMed Justice Program Coordinator <a href="mailto:euromed@eurojust.europa.eu">euromed@eurojust.europa.eu</a>  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.	<b>Name and contact details of DPO</b>	Eurojust Data Protection Office, reachable via <a href="mailto:dpo@eurojust.europa.eu">dpo@eurojust.europa.eu</a>

5.	<p><b>Name and contact details of joint controller (where applicable)</b></p> <p>[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.]</p>	n.a.
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6.	<p><b>Name and contact details of processor (where applicable)</b></p> <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>	<ul style="list-style-type: none"> <li>• Staff of the EuroMed Justice Program Management Team (EMJ-PMT) tasked by the Program Coordinator;</li> <li>• Eurojust staff organising missions;</li> <li>• 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</li> </ul>
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>During the implementation phase of the EuroMed Justice programme, several types of meetings will be organised (CrimEx meetings, Forum of Prosecutor's General, EMJNet, Conferences, workshops and other events). Participants from EU MSs and SPCs - third countries will attend these events. The events will be organised online or face to face.</p> <p>Prior to these meetings, during the meetings and following the meetings, the programme team 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>List of participants can be drafted and circulated with the participants following the meetings. 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, EMJ Programme Team/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 EuroMed Justice meetings. Further on, for the meetings organised in third countries, GLOBAL BUSINESS TRAVEL</p>

		<p>B.V.B.A can transfer personal data to third countries (Airline companies, hotels, similar providers) for organising these services.</p> <p>EMJ Programme Team will use EU Survey platform to collect the personal data of the participants.</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: participants attending EuroMed Justice meetings (online and face to face).</p> <p>Categories of data: title, last name, first name, organisation, function, email, phone, city and country, bank details, Visa details, travel details .</p>
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 kept until the conclusion of the EuroMed Justice Programme (31 December 2023).</p>
<b>No.</b>	<b>Item</b>	<b>Description</b>
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>	<ul style="list-style-type: none"> <li>• EuroMed Justice Program Management Team tasked for this purpose by the Program Coordinator and Eurojust staff organising missions.</li> <li>• 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</li> </ul>
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>The transfer of personal data to third countries can be carried out in two situations:</p> <ul style="list-style-type: none"> <li>• 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</li> </ul>

		<p>in the list of participants and data being shared with the other participants.</p> <ul style="list-style-type: none"> <li>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; In these cases, 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 EuroMed Justice events.</li> </ul>
<p><b>12.</b></p>	<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>	<ul style="list-style-type: none"> <li>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 PM0.02/PR/2017/073 (lot 2) FWC.</li> </ul>
<p><b>13.</b></p>	<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 attached to this record.</p>