



DATA PROTECTION NOTICE

For processing of personal data in the context of Eurojust accounting procedures

1. Context and Controller

As Eurojust collects and further processes personal data, it is subject to *Regulation (EU) 2018/1725 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*.

Collection and processing of personal data within accounting procedures are under the responsibility of the Controller, who is the Head of the Accounting Office and can be contacted at accounting@eurojust.europa.eu.

2. What personal information do we collect, for what purpose, under which legal bases and through which technical means?

Legal basis

The legal basis for the processing operations on personal data is Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, the Eurojust Regulation, the Framework Financial Regulation, the [International Public Sector Accounting Standards \(IPSAS\)](#) and EU Accounting Rules, College Decisions, Management Board Decisions, Executive Board Decisions, Administrative Director Decisions, Eurojust Policies and the Host State Agreement dated 15 March 2006.

The processing of your personal data is also necessary for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract.

In case of absence of this processing, no contracts with or financing decisions in favour of the data subject could be concluded and no monitoring of the correct execution of these contracts/decisions would be possible.

Purpose of the processing

The purpose of this process is to implement the budget of Eurojust, to prepare the annual accounts and to comply with legal obligations.

Technical means

Your personal data are provided by submission of payment orders or other information electronically or on paper.

The information is processed by the Accounting Office and transferred to ABAC, DMS, Eurojust's banks or saved in a secured archive if on paper, under the responsibility of the Controller.

Types of personal data

Personal data collected and further processed concern debtors, suppliers and post holders. Information can relate to the following data:

- a) Identification data: name, date of birth, copy of identification document, signatures of the Administrative Director, the bank proxies and users of credit cards (incl. virtual credit cards);
- b) Contact details: email address, postal address, telephone numbers, company, departments, function, country of residence;



- c) Financial information: bank account details, VAT numbers for sending payment orders to the banks for execution per legal entity and post-holder;
- d) Annual leave carried over per staff member and their grade – to calculate the accruals for the annual accounts as part of the cut-off;
- e) Payroll – to extract the monthly payroll files from the Reporting tool of PMO (Business Objects) and prepare the monthly salary regularization in excel for HR to enter in ABAC and for staff to be paid; to follow up on staff debts;
- f) Reports for payables and receivables per supplier and debtor, incl. EJ post-holders.

3. Who has access to your personal data and to whom is it disclosed?

For the purpose detailed above, access to your personal data is given to the following persons, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with European Union law:

- a) Banks,
- b) AirPlus (virtual credit cards),
- c) Administrative Director, Heads of Departments, Heads of Units, Secretariats and Offices,
- d) Auditors,
- e) Dutch Tax Authorities,
- f) Other delegated/authorised post-holders of Eurojust.

4. How do we protect and safeguard your information?

All IT applications at Eurojust are developed according to a standard set of security development guidelines and are thoroughly tested accordingly, to ensure they are robust and reliable.

Paper files are stored in secured cupboards/offices and periodically archived in the Central Archive only accessible to duly authorised post holders such as financial actors from BFP or other units and management.

User accesses follow the minimum need-to-know basis to fulfil the purpose, following common rules and managed through controlled access process for established user groups.

5. How can you verify, modify or delete your information?

In case you wish to verify which personal data is stored on your behalf by the Controller, have it modified, corrected, or deleted, or restrict the processing, or object to it or to exercise the right to data portability, please make use of the following email address: accounting@eurojust.europa.eu, by explicitly describing your request. Any correction of your personal data will be taken into consideration from the data protection point of view.

In the event of questions regarding the processing of personal data, Eurojust's Data Protection Officer can be contacted via e-mail at dpo@eurojust.europa.eu.

6. How long do we keep your personal data?

The data related to financial transactions, other than those related to missions and travel reimbursements is electronically archived in ABAC and therefore is retained according to Commission's data retention policy applicable to ABAC:

- a maximum of 10 years after the last transaction for data related to natural persons other than Commission staff;



- up to 100 years after date of birth for Commission staff (to satisfy any request that may come in after the end of a staff member's contract or after their retirement).

Data related to bank statements, bank proxies, payroll, year-end and cut-off transactions and preparation of annual accounts, such as annual leave carried over, pre-payments, accrued expenditure, receivables and payables at year-end, provisions, other assets and liabilities, is retained in the document management system (DMS) of Eurojust.

Those data is kept for 7 years after the end of the financial year in which the last transaction has been processed. At the end of the retention period the data is manually deleted from DMS by the Accounting Office.

The financial transactions data related to missions and travel reimbursements are processed in eMissions and is electronically archived in the system. Additionally, paper files are kept in the Accounting Office and then moved to the General Archive of Eurojust. As of Q2 2020 all documents related to missions' reimbursements will be electronically archived in the new tool, EJ-MAP and the paper files will no longer be archived in the Accounting Office.

The paper files are retained for a period of 7 years after the end of the financial year in which the last transaction has been processed, complying with the EU Financial Regulation. At the end of the retention period, the data is manually destroyed in secured bins.

7. Contact information

You have the right to access, rectify or erase or restrict the processing of your personal data or, where applicable, the right to object to processing or the right to data portability in line with Regulation (EU) 2018/1725.

Any such request should be directed to the Controller, by using the following email address: accounting@eurojust.europa.eu, and by explicitly specifying your request.

You may also contact the Data Protection Officer of the Eurojust (dpo@eurojust.europa.eu).

8. Recourse

You have the right to lodge a complaint to the European Data Protection Supervisor (https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data.