

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
[please insert the title of the activity]		
<p>List of EJM Contact Points, their professional details and portrait photos for the functioning of the EJM in the Member States, EJM Associated and Candidate Countries, in non-EU Member States, and in relation with other judicial Networks and partners.</p>		
1.	Last update of this record	
2.	Reference number	EJM-02 (August 2020)
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.]	Secretary to the European Judicial Network EJM@eurojust.europa.eu
4.	Name and contact details of DPO	Data Protection Officer DPO@eurojust.europa.eu
5.	Name and contact details of joint controller (where applicable) [If you are jointly responsible with another EJM or another organisation, please indicate so here (e.g. two EJM 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)	- National appointed tool correspondents (in the Member States), according to Article 4 (5) of the

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	<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>Council Decision 2008/976/JHA of 16 December 2008 on the European Judicial Network, <i>shall ensure that the information related to his member state and referred to in Article 7 is provided and updated in accordance with Article 8.</i> National appointed tool correspondents are primarily responsible for processing personal data referring to the contact points from their own Member State.</p> <ul style="list-style-type: none"> - Upon request from the EJM Secretariat, Bilbomatica in Bilbao (Spain) might also process personal data relating to the contact points from a given Member State, Acceding or Candidate Country or from a non-EU Member State. This is because, for various reasons, neither the concerned Member State nor the Secretariat could process the said data.
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 purpose of processing personal data is to maintain a list of full details and photos of the contact points in each Member State (Art. 7), EJM Candidate Country, EJM Associated Countries, and to maintain a list of full details of the contact points other EJM non EU countries, in order:</p> <ul style="list-style-type: none"> - to ensure that the information provided is made available on a website which is constantly updated (Article 9) and that the requesting or issuing authority of a Member State is allowed to identify the competent authority in another member State to receive and to execute its request for, and decision on, judicial cooperation (Article 7 (b)) <p>To ensure the administration of the Network (Art 2 (8)) so to enable the operation of the EJM Network of contact points which:</p> <ul style="list-style-type: none"> - shall provide the local judicial authorities in their own member State, the <i>[personal data]</i> contact points in the other Member States and the local judicial authorities in the other Member States with the legal and practical information necessary to enable them to prepare an effective request for judicial cooperation or to improve judicial cooperation in general (Art. 4 (2)). - shall meet in the Plenary meetings of the EJM, three times a year (Art. 5), in the meeting of the National Correspondent of the EJM at least once a year (Art. 6) - may organise EJM/ National regional meetings;

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		<ul style="list-style-type: none"> - may organise other meetings, workshops to discuss issues of relevance for the EJN; - may organise EJN trainings (judicial language training, tool correspondents' trainings, other ad hoc trainings for EJN contact points). <p>To organize periodic meetings of the EJN representatives in the Member States, Accessing and Candidate Countries, in other third countries and in networks & partners.</p> <p>To carry out the functions of the EJN CPs in the various Member States as laid down in Article 4 of Council Decision 2008/976/JHA of 16 December 2008 on the EJN.</p>
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 practitioners appointed by their competent national authorities in the Member States (Ministry of Justice, Prosecutions Generals Offices/Law enforcement bodies)</p> <p>Categories of data are name and surname, title, job related contact details – postal address, phone numbers, fax number, e-mail address, portrait photos.</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 retention period in the list differs per each of the national nominated EJN contact points, or contact points in networks and for EJN partners.</p> <p>The EJN National correspondent is the main person responsible for the contacts with the Secretariat Art. 4 (4) and the one who notifies the Secretariat of any changes of contact points in his/her Member State.</p> <p>The notification of changes and the respective updates - ensured by the EJN Tool correspondent as per Art. 4 (5), and alternatively by the EJN Secretariat - is the starting point for counting the retention period of the new contact point data and the ending of the data retention of the previously nominated contact point (if preexistent).</p> <p>In general, data are kept as long as the EJN Secretariat is not informed of any changes. This apply mainly for EJN Contact points in EJN Associated Countries and Candidate Countries, EJN contact points in non-EU Member States, Networks and partners.</p> <p>Data are deleted as soon as the EJN Secretariat is informed that the data is no longer up to date (for example due to replacement or departure from their position).</p>

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10.	<p>Recipients of the data</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>The recipients of the data outside Eurojust are the EJM contact points and other judicial authorities.</p> <ul style="list-style-type: none"> - <i>The Secretariat of the European Judicial Network shall make the full details of the contact points in each Member State available to contact points and competent judicial authorities, as per Article 7 (a) of the Council decision 2008/976/JHA of 16 December 2008 on the European Judicial Network.</i> - Equally, the Secretariat of the European Judicial Network make the full details of the contact points in each non-EU Member State, EJM Associated Country, Candidate Country, available to other requesting EJM contact points and competent judicial authorities. - Full details of the contact points in non-EU Member State, Network and Partners may be made available upon request and via the EJM Secretariat to other EJM contact points or judicial authorities. <p>At Eurojust data of EJM contact points in the Member States, EJM Associated and Candidate Countries, can be accessed directly by the representatives of the Eurojust National desks via the credentials for judicial authorities; data of non-EU Member States and other networks and partners may be obtained via the EJM Secretariat.</p> <p>Duly authorized staff members of the Eurojust administration (mainly Budget, Finance and Planning Unit, Events and Logistics Unit) in order to carry out their direct tasks.</p>
11.	<p>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</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>Transfer of personal data to third countries or international organisation are the contact details (name, surname, e-mails) of EJM contact points in the Member States, other third countries or international organisations.</p> <p>World-wide, for more information see link : Countries and Network.</p> <p>The safeguards in place is that transfers of personal data to third countries or international organisation is done upon request and through the EJM Secretariat and it is subject to the consent of the contact point concerned.</p>

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12.	<p>General description of security measures, where possible.</p> <p>[Include a general description of your security measures that you could also provide to the public.]</p>	<p>Data is processed and stored in the Eurojust secure ICT environment.</p> <p>Request for access is granted by the EJN Secretariat to national appointed EJN contact points and judicial authorities.</p>
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>	<p><i>Data protection notice</i></p>