



DATA PROTECTION NOTICE

For processing of personal data in the context of Eurojust financial transactions

1. Context and Controller

The Budget Finance and Planning Unit (BFP) is an administrative unit which provides budgetary and financial services for Eurojust. The unit's main task is to plan and ensure the sound financial management of Eurojust Budget. In addition, BFP is also responsible for the monitoring and reporting of the budget implementation and maintaining and processing accurate financial records while preserving the integrity of the budgetary and the accounting system.

The management of financial transactions, which in some cases contains administrative personal data, is fundamental to the integrity of financial information. The processing of personal data is done, in compliance with [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 (hereinafter – Regulation (EU) 2018/1725) and is based on the principle of data minimisation, accountability and transparency.

The Head of BFP is the data controller, responsible for demonstrating and ensuring the compliance with the applicable data protection rules across all the processes and activities implemented by the unit.

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

Legal basis

The legal basis for the processes and activities implemented by BFP is Eurojust Financial Regulation 2019 –adopted based on College Decision 2019-09. This regulation lays the main principle and rules governing the establishment and the implementation of the budget of Eurojust. In order to do so, BFP is responsible for ensuring that the provisions of the applicable financial regulation are respected while all beneficiaries of Eurojust funding receive their payments in a timely manner.

In addition, there are particular College decisions and guidelines regarding the processing and reimbursement of mission expenses of Eurojust post holders, external participants, selection board members and recruitment candidates. Namely:

- Collegue decisions 2016-3 “Policies on coordination meetings and coordination centres” and 2017-17 “Policy on practical arrangements for the organisation of Eurojust meetings”.
- College Decision 2018-10 on the adoption of a Guide to missions and authorised travel applicable to Eurojust staff members and Seconded National Experts
- Guide to Missions and authorised Travel accompanying the commission decision on the general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations of Officials (mission expenses) and on authorised travel and the related Administrative Director's information note on the implementation of the Guide to missions and authorised travel.
- Administrative Director Decision 2017-61 adopting the Eurojust Recruitment Policy
- Administrative Director Decision 2018-07 on the contribution towards travel and subsistence expenses incurred to participate in a Selection procedure or a Pre-employment medical examination organized by Eurojust.



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- Administrative Director Decision 2019-28 on the reimbursement of travel and subsistence expenses incurred by Selection Board Members participating in an Eurojust Selection Board.

Purpose of the processing

The purpose of this process is to implement the budget of Eurojust and to comply with legal obligations: College Decisions (e.g. on the Financial Regulation applicable to Eurojust), Administrative Director Decisions, Eurojust Decisions and Policies. The processing of personal data is necessary to register the personal details and financial information under which the payment or reimbursement will be processed. The payments are released to external providers (suppliers, grant beneficiaries, etc) as well as to Eurojust postholders.

BFP, also performs financial transactions related to Eurojust postholders missions as well as reimbursement of travel costs to external participants and travel cost and subsistence allowances for Selection Board Members and Recruitment candidates. In this respect, BFP, processes personal data in order to review and authorize the reimbursement of the missions and travel expenditures

Finally BFP, may perform ex-ante and post-controls, according to the financial workflows, throughout the year to prevent errors and identify corrective actions, if any. In this regard, a thorough assessment of the supporting documents attached to the financial transactions, which might consider personal data, could be conducted.

Technical means

Your personal data is provided by the submission of the Financial Identification Form, Legal Entity form and the financial forms developed by the BFP. These forms are submitted electronically, by email and/or on paper. This personal data is included in [ABAC](#), the financial tool used by Eurojust which is the corporate financial management system managed by the European Commission.

The mission authorization and the reimbursement of mission and travel expenses are processed through the Eurojust tool for managing and reporting business travel and missions' expenses (EJ-MAP). In some cases, the travel arrangements are made based on the information reported through the Eurojust approved travel agency traveler profile, which will be eventually recorded in the online booking tool¹

Types of personal data

Personal data collected and processed by BFP follow the data minimisation principle, which aims at collecting the strictly necessary information to perform the financial transactions. In this respect, the data processed by BFP may request the following personal data:

- a) Identification data: name, surname, business title, date and place of birth where necessary, a copy of an identification document;
- b) Contact details; postal address, name of the organization, country of residence, telephone number, email address;
- c) Financial information: bank account details (IBAN and SWIFT codes), VAT numbers, name, surname and postal address of account holder, bank certificates;
- d) Signature or e-Signature;
- e) Information and documents submitted justifying the reimbursement (flight and rail bookings, travel documents, accommodation invoices, tickets, invoices related to the reimbursement etc);

¹ The DPO notice for the online booking tool is accessible



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

The data will be only accessible on a need to know basis by duly authorised Eurojust postholders at BFP.

All information held within the legal entity and bank account file is shared and accessible to the ABAC user community and is visible to all staff being granted access to these data.

Finally, for the purposes of safeguarding the financial interests of the Union, their personal data may be transferred on a case-by-case basis to internal audit services, to the European Court of Auditors, or to the European Anti-Fraud Office.

4. How do we protect and safeguard your information?

The information is electronically archived in secured network, as follows:

- All IT tools at Eurojust are developed according to a standard set of security and are thoroughly tested accordingly, to ensure robustness and reliability.
- The financial and business travel and mission's expenses tool are in secured network.
- Paper files are stored in secured lockers and are destroyed in compliance with security procedures

5. How long do we keep your personal data?

The data you provide will be stored by Eurojust for seven years, in accordance with Eurojust Financial Regulation and its retention policy, and thereafter deleted.

The storage of personal information in [ABAC](#) is done in accordance with the European Commission retention policy.

6. Contact information

You have the right to access, rectify or erase or restrict the processing of your personal data in accordance with Regulation (EU 2018/1725). If you wish to exercise your data subject rights, any such request should be directed to the data controller, by using the following email address: hobfpconfidential@eurojust.europa.eu

If you have any queries on the processing of your personal data or you wish to modify your personal details, they can be corrected at any time by sending an email to BudgetMailbox@eurojust.europa.eu or missions@eurojust.europa.eu

In case of queries regarding the processing of personal data, Eurojust Data Protection Officer can be contacted via email address: dpo@eurojust.europa.eu.

Finally, you have the right of recourse to the [European Data Protection Supervisor \(EDPS\)](#) via email: edps@edps.europa.eu or following the link: https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en.