



## **DATA PROTECTION NOTICE**

### **regarding the processing of personal data in the context of requests for information**

#### **1. Context and Controller**

As Eurojust collects and further processes personal data in the context of requests for information, 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 in the context of requests for information is under the responsibility of the Controller, who is the Head of Legal Affairs Unit of Eurojust and can be contacted at [ls-admin-external@eurojust.europa.eu](mailto:ls-admin-external@eurojust.europa.eu).

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

##### ***Legal basis of the processing***

The legal bases for the processing of personal data when a request for information is received by Eurojust are:

- Article 5(1)(b) of Regulation EU 2018/1725: processing is necessary for compliance with a legal obligation to which the controller is subject;
- Article 14 of the Code of Good Administrative Behaviour of Eurojust in its dealing with the public (available [here](#)).

##### ***Purpose of the processing***

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.

If the request for information concerns another EU institution/body/agency, Eurojust shall direct the requester to that institution/body/agency.

##### ***Technical means***

Eurojust has appropriate technical and organisational measures in place to safeguard the security of your personal data. In particular, 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 Legal Affairs Unit has access.



## ***Types of personal data***

As a requester, the following of your personal data may be processed: name, surname, email address, name of the media, organization or employer (where applicable), location (country), subject matter of the request and, if provided, postal address, telephone and fax number.

### **3. To whom is your personal data disclosed?**

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.

### **4. How can you verify, modify or delete your 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.

Under certain conditions, you have the right to ask that we delete your personal data or restrict their use. You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time. We will consider your request, take a decision and communicate it to you. For more information, please see Articles 14 to 21, 23 and 24 of Regulation (EU) 2018/1725. If you wish to exercise your data subject rights, see contact information under Point 6.

### **5. How long do we keep your personal data?**

Your data will be stored by Eurojust in electronic and paper files for as long as necessary and in any case for no longer than a maximum period of ten years after the receipt of your request for information.

### **6. Contact information**

Any such request should be directed to the Controller, by using the following email address:

[ls-admin-external@eurojust.europa.eu](mailto:ls-admin-external@eurojust.europa.eu) and by explicitly specifying your request.

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

### **7. 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](https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en)) if you consider that your rights under the Eurojust Regulation and/or Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data or seek a judicial remedy before the Court of Justice.