



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
DELEGATIONS LIBRARY		
1.	Last update of this record	First instance
2.	Reference number [For tracking, please contact the DP Office for obtaining a reference number.]	BFPU-01 (January 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.]	Head of the BFP Unit, can be contacted at hobfpconfidential@eurojust.europa.eu
4.	Name and contact details of DPO	dpo@eurojust.europa.eu
5.	Name and contact details of joint controller (where applicable) [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.]	N/A
6.	Name and contact details of processor (where applicable) [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).]	N/A

Nr.	Item	Description
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 processing of the personal data, indicated in section 8, is necessary in order to delegate powers to the postholder for the purposes of budget implementation for financial operations carried out on the basis of both paper documents and electronically through the financial tools used by Eurojust.</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>The personal data of Eurojust postholders who are working on the budget implementation and require access to the financial tools used by Eurojust are the following:</p> <p>a) Identification data: name, surname, type of contract and grade.</p> <p>d) Signature.</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 information is electronically archived in the delegations library placed on BFP DMS space and the original documents are archived in a specific folder, stored under a secured locker.</p> <p>The delegations are periodically revised in order to ensure compliance with the financial workflows. Delegation forms are retained while the delegation is active. Expired delegations are archived for seven years, according to Eurojust retention policy.</p>
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 Information Management Unit of Eurojust and the European Commission, will grant the access according to delegations, however they don't have access to the delegation forms.</p> <p>To grant the access, BFP sends to the Information Management Unit the ABAC access form, which contains only the name of the postholder and the budget lines to which the access duly authorised will be granted. The form is not signed by the postholder.</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>N/A</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>Electronic files are archived in DMS, an IT tool at Eurojust which follows a standard set of security and are thoroughly tested accordingly, to ensure they are robust and reliable.</p> <p>Paper files: are archived in secured cupboards and offices only accessible to duly authorized postholders and periodically archived in the Central Archive with limited access.</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>The personal information included in this form will be processed only for creating and updating the delegation as financial actor. The data will be only accessible to duly authorised Eurojust post-holders within the Budget, Finance and Planning Unit and Administrative Director.</p> <p>The data controller is the Head of the Budget, Finance and Planning Unit. The personal data will be electronically and in paper documents archived in the delegations library/archived managed by Budget, Finance and Planning Unit. Once a delegation expires (change in roles), the form will be retained for seven years. In case a data subject wishes to receive more information on how BFP processes personal information or how to exercise the rights as a data subject, more information available in our Data Protection Notice.</p>