



EUROJUST

The European Union Agency for Criminal Justice Cooperation  
P.O. Box 16183 – 2500 BD The Hague • The Netherlands

## 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

### Access to documents requests

Nr.	Item	Description
1.	Last update of this record	March 2020
2.	Reference number	LAU-02.02 (June 2020)
3.	Name and contact details of controller	Head of Legal Affairs Unit, contact via <a href="mailto:ls-admin-external@eurojust.europa.eu">ls-admin-external@eurojust.europa.eu</a> <b>Postal address:</b> <i>P.O. Box 16183 – 2500 BD The Hague The Netherlands</i> <b>Office address:</b> <i>Johan de Wittlaan, 9 2517 JR The Hague The Netherlands</i>
4.	Name and contact details of DPO	Eurojust Data Protection Office <a href="mailto:dpo@eurojust.europa.eu">dpo@eurojust.europa.eu</a>
5.	Name and contact details of joint controller (where applicable)	N/A
6.	Name and contact details of processor (where applicable)	The data collected will be processed internally by Eurojust staff from the Legal Affairs Unit responsible for handling the requests for access to documents.



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7.	Purpose of the processing	<p>The purpose of the processing is to ensure the appropriate handling of requests for access to documents under Regulation (EC) No 1049/2001(EC) (public access to European Parliament, Council and Commission documents) which applies to Eurojust by virtue of Article 74(1) of the Eurojust Regulation.</p> <p><i>Short description of the processing operation</i></p> <ul style="list-style-type: none"><li>- Receipt of the request through internal channels, mostly via the common general mailbox but also by post.</li><li>- Sending an acknowledgement of receipt to the applicant;</li><li>- Legal Affairs Unit performs an initial assessment of the request, and asks the appropriate Eurojust entity to take a decision on the request. Legal Affairs Unit will ensure proper internal consultation prior to transmitting a recommendation to the relevant internal parties who will take a decision.</li></ul> <p>Where the request for access to documents refers to documents containing personal data, the personal data and metadata shall be deleted from the documents in compliance with Article 4(1)(b) of Regulation 1049/2001.</p> <p>Personal data that appear on the requested documents may be disclosed to the applicant following an assessment under Article 9(1)(b) of Regulation 2018/1725 and provided that the data subjects have been informed about the processing and about their right to object (Article 15-16 and 23 of Regulation 2018/1725).</p> <p>Requests for access to personal data shall be forwarded to the DPO for further handling.</p> <ul style="list-style-type: none"><li>- Legal Affairs Unit informs the applicant of the decision to disclose or to refuse the disclosure of documents or information;</li><li>- Possible receipt of a confirmatory application;</li><li>- Processing of confirmatory applications follows the same procedure as the initial access to documents request.</li></ul>
8.	Description of categories of persons whose data are processed and list of data categories	<p>Categories of persons:</p> <ul style="list-style-type: none"><li>- Any natural person or any individual acting on behalf of a legal person who submits a request for access to documents;</li><li>- Any natural person whose identity appears on the documents requested. This could include personal data about</li></ul>



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		<p>Eurojust staff, staff of other EU institutions or personal data of other individuals.</p> <p>Data categories:</p> <ul style="list-style-type: none"><li>- Name and contact details of the person requesting the documents;</li><li>- Any personal data contained in documents and files covered by the scope of the request.</li></ul>
9.	Time limit for keeping the data	The file will be stored by Eurojust for a maximum of ten years after the closure of the case, or as long as/ if Eurojust is under a legal obligation to do so.
10.	Recipients of the data	Eurojust staff from other departments/units may also be involved in handling the request (e.g., Operations Department, Human Resources Unit or any other department/unit). Personal data submitted by the applicants are not disclosed outside Eurojust.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
12.	General description of security measures, where possible.	<p>Limited amount of staff are involved on a need-to-know basis when handling a request for access.</p> <p>Technical measures include storing the files electronically in a restricted area of the Document Management System of the Legal Affairs Unit. All processing operations are carried out pursuant to existing policies describing access control to different Eurojust applications.</p> <p>Organisational measures include restricting access to the personal data solely to authorized persons with a legitimate need to know for the purposes of handling the request.</p> <p>The staff of the Legal Affairs Unit dealing with access to documents requests applies strict measures to ensure that personal data is not accessed by anybody else. This includes the use of locked closets, confidential settings in the</p>



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		emails and printers.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	Please refer to <a href="#">data protection notice</a> .