

DATA PROTECTION NOTICE

regarding use of the activity recording tool at Eurojust

1. Context and Controller

As Eurojust collects and further processes personal data in the context of the use of the activity recording tool, 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 the use of the activity recording tool are under the responsibility of the Controller, who is the Administrative Director at Eurojust and can be contacted at adconfidential@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 basis for the processing activity is:

- Article 5(1)(a) of Regulation (EU) 2018/1725 (the Regulation) providing that data processing is lawful if it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body;
- Article 28 and 48 of the Eurojust Financial Regulation of 17/09/2019, based on which Eurojust has to report on the utilisation of human resources per activity in the annual work programme (AWP). The report has to be included in the Consolidated Annual Activity Report sent yearly to the Court of Auditors, to the Commission, the European Parliament and the Council; and
- AD Decision AD 2022-56 further specifying the exact terms of the personal data processing.

Purpose of the processing

The purpose of processing personal data via the activity-recording tool is to fulfil Eurojust's reporting obligations related to the utilisation of human resources per activity (unit objective) and per objective to the annual activity in the annual work programme (AWP).

Additionally, the use of this tool will allow Eurojust to validate and refine the planning of human resources in its AWP and make more efficient plans, thus adhering to the principles of sound financial management.

In line with the purpose limitation principle, the collected data will be used for the stated purpose only. EJ ACT will not be used for purposes of performance, appraisal, promotion, or assessing contract renewal. Data from the tool shall not be used in any disciplinary procedure.

Technical means

The activity recording will be conducted via the Systems@Work tool that is hosted at Eurojust's premises. User authentication is based on Eurojust's Active Directory and single sign-on is

enabled, which ensures each user can only log in with his/her own identity/account. User authorization is based on user profiles, following the minimum need to know basis to fulfil the purpose. Each user can only access own individual data and aggregated data available to specific users is anonymous. Audit trails (logs) are available so that illegitimate use can be monitored.

The system's supplier follows the industry's best practices and is subject to periodic security audits, including penetration testing, performed by trusted and certified parties. Results are evaluated and recommended actions to robust security are implemented. Once major changes are implemented, the supplier makes updates available to Eurojust.

Types of personal data

The use of the tool is mandatory for all Eurojust Temporary and Contract staff, as well as Seconded National Experts (hereby referred to as staff members) working for organisational units that have their own annual unit plan defined in EJ Activities and Resources Tool (EJ ART) as part of the Eurojust AWP.

Data categories that will be processed are the FTE allocation of each staff member (determined by the staff members themselves) against preassigned unit activities. The unit activities will correspond to those included in the Eurojust AWP of the respective year and prepared in the EJ ART tool. Staff members will have pre-assigned activities by the tool coordinator in the human resources unit.

3. To whom is your personal data disclosed?

Only staff members themselves will have access to their individual data and no individual data will be shared. A personal report will be available to each staff member at any moment with information on which activity (ies) he/she allocated his/her working time for a certain period. In this way, staff members will be able to verify easily whether they have filled in the activity-recording tool accurately and fully.

Heads of entities (units, offices, secretariats) will have access to a unit report containing only aggregated FTE data recorded against each activity of the entity they supervise. It will not be possible to identify individual staff members in these reports. This type of reporting will support the Head of entity in making more accurate distribution of FTE against activities in future plans and will also lead to a more efficient and proactive allocation of human resources for the whole organisation.

Heads of Department will have access to the unit reports for the units they supervise and to a departmental report, containing only aggregated FTE data recorded against each activity of the department they supervise. It will not be possible to identify individual staff members in these reports.

The Administrative Director as data controller and specific staff within the Human Resources Unit as data processors and coordinators of the tool will have access to unit, department and organisational reports containing only aggregated FTE data recorded against each activity. It will not be possible to identify individual staff members in these reports.

The aggregated FTE use per Objective to the Annual Activity will be included in the Consolidated Annual Activity Report.

4. How can you verify, modify or delete your information?

You have the right of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. Under certain conditions, you have the

right to ask that we delete your personal data or restrict their use. You will have constant access to your data and will be able to correct any mistakes yourself to ensure data accuracy. The system will also alert you if you recorded less time against activities than the standard working time, further ensuring data accuracy. To safeguard data consistency, you will only be able to allocate your time against activities retroactively for a two-month period. Following that period, you will need to contact the data processor to make changes to your time allocation.

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. Please note that in some cases restrictions under Article 25 of Regulation (EU) 2018/1725 may apply.

If you wish to exercise your data subject rights, any such request should be directed to the Administrative Director of Eurojust at adconfidential@eurojust.europa.eu.

You may also contact the Data Protection Officer at Eurojust at dpo@eurojust.europa.eu.

5. How long do we keep your personal data?

All yearly data included in the tool will be manually deleted by the data processor once Eurojust has received parliamentary discharge for the year when the data was created. In any case, the system will automatically delete the yearly data after two years following its creation.

6. Contact 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.

Any such request should be directed to the data controller, by using the following email address: adconfidential@eurojust.europa.eu, and by explicitly specifying your request.

You may also contact the Data Protection Office of the Eurojust (dpo@eurojust.europa.eu).

7. Recourse

You have the right to lodge a [complaint](#) to the European Data Protection Supervisor 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.