



DATA PROTECTION NOTICE

regarding the processing of personal data in the context of dealing with Data Subject Rights requests

As Eurojust collects and further processes personal data, 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* ('the Regulation').

The following information is provided as per Article 15 of the Regulation.

1. Context of the processing activity and Controller

The context of the processing activities is the facilitation by the Data Protection Office of requests for the exercise of data subject rights provided in [Regulation \(EU\) 2018/1727](#) (the Eurojust Regulation), [Regulation \(EU\) 2018/1725](#), and in accordance with the [Rules of Procedure on the Processing of Personal Data at Eurojust](#) (the data protection rules of Eurojust).

The processing activities are under the responsibility of the controller, who is the Data Protection Officer (DPO) and Head of the Data Protection Office, dpo@eurojust.europa.eu.

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

Purpose of the processing

The personal data are processed for the purpose of dealing with data subjects requests, including the carrying out of the relevant checks in relation to those requests, in accordance with the Eurojust Regulation, Regulation (EU) 2018/1725, and the data protection rules of Eurojust.

Types of personal data

The DPO collects and further processes:

- the full name and date of birth of the individual wishing to exercise their rights, along with the data contained in a copy of their passport or other standard identity document;
- depending on the means by which the request it submitted, the email address, telephone number, and/ or postal address of the individual wishing to exercise their rights;
- the full name and contact details of any individual acting on behalf of the individual wishing to exercise their rights, as well as a proof of their authorisation (such as a power of attorney).
- any additional information necessary to confirm the identity of the individual making the request, in cases where the DPO has reasonable doubts concerning their identity;
- the request and any additional information provided by the data subject.

Legal basis

The legal bases for the processing of personal data in this context is:



- Article 5(1)(a) of Regulation (EU) 2018/1725: processing 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;
- Articles 31 to 33 of the Eurojust Regulation;
- Articles 78, and Articles 80 to 84 of Regulation (EU) 2018/1725;
- Articles 7 and 17 of the data protection rules of Eurojust;

Technical means

Your personal data will be processed by duly authorised staff members in the Data Protection Office and, where necessary and relevant, by the National Desk[s] and/or Administration (see Section 3 below).

In case of data subject requests concerning operational personal data, all the necessary checks using the provided personal data will be performed in the structured manual sets of operational personal data (i.e. filing system or system intended to form part of a filing system) as well as in the Eurojust Case Management System.

In case of data subject requests concerning administrative personal data, all the necessary checks using the provided personal data will be performed in the structured manual sets of administrative personal data (i.e. filing system or system intended to form part of a filing system) as well as the relevant administrative IT system(s).

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

Duly authorised staff members of the Data Protection Office will have access to the correspondence, documents, and personal data related to the data subject rights request.

In case of data subject requests concerning operational personal data, the personal data related to the data subject rights request will also be shared with the concerned National Member(s) of the relevant National Desk[s], to carry out necessary checks in relation to personal data that the National Desk may be processing. Where Eurojust processes operational personal data concerning the data subject, the personal data will be shared with the respective competent authority in the concerned Member State in order to consult and assess the applicability of any restriction to the exercise of the data subject rights, in line with the Eurojust Regulation (Article 31(3) and Regulation (EU) 2018/1725 (Articles 81 and 82(4)).

In case of data subject requests concerning administrative personal data, the personal data will be shared with the relevant Head(s) of Unit / Sector (controller(s) of the concerned processing activity/ activities) and the Administrative Director, in order to carry out all necessary checks, as well as the duly authorised Eurojust staff members assisting them for this purpose.

4. How do we protect and safeguard your information?

The electronic databases where the data are stored are accessible to duly authorised members of Eurojust on a need to know basis, and are protected by two factor-authentication procedures. Where a physical copy of the data is made, this is kept in a safe which can only be opened with a key and a password.

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

You have the right to access your personal data and to relevant information concerning how we use your personal data. You have the right to request rectification of your personal data. You have the right to ask that we delete your personal data or restrict its use. Where applicable, you have the right to object to our processing of your personal data, on grounds relating to your particular situation. Where applicable, you have the right to your data portability. 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



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note that in some cases restrictions under Article 25 of Regulation (EU) 2018/1725 may apply (see College Decision 2020-04 of 15 July 2020 on internal rules concerning restrictions of certain data subjects' rights in relation to the processing of personal data in the framework of activities carried out by Eurojust, available in the Eurojust website [here](#)).

To exercise your rights, please contact dpo@eurojust.europa.eu

6. How long do we keep your personal data?

Maximum retention period of three years, pursuant to Annex 1 appended to the data protection rules of Eurojust.

7. Contact information

In case of queries regarding the processing of personal data you may contact the Data Protection Officer of the Eurojust (dpo@eurojust.europa.eu).

8. Recourse

You have the right to lodge a complaint to the European Data Protection Supervisor (via the following link: [Complaint form | European Data Protection Supervisor \(europa.eu\)](#)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data.