



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

Nr.	Item	Description
Pexip Infinity solution for hosting confidential and coordination Eurojust Video Conferences and Meetings		
1.	Last update of this record	13/10/2022
2.	Reference number [For tracking, please contact the DP Office for obtaining a reference number.]	
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.]	Marc Chanfreau, Head of IM Unit mchanfreau@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	usersupport@eurojust.europa.eu – set up and management of meeting backoffice@eurojust.europa.eu – technical

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	process personal data on your behalf, please indicate so (e.g. 360° evaluations, outsourced IT services or pre-employment medical checks).]	troubleshooting AVtech@eurojust.europa.eu - NFGD/AV specialist contracted via Host State for the set-up of meetings in the Eurojust meeting rooms
7.	Purpose of the processing [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).]	The purpose of processing data is: <ul style="list-style-type: none"> • Create and manage the meetings, • Analyze and resolve technical issues, • Detect performance issues, • Identify failing components, • Detect and identify unauthorized access to systems, • Monitor and detect external security threats to the infrastructure or persons at Eurojust.
8.	Description of categories of persons whose data are processed and list of data categories [In case data categories differ between different categories of persons, please explain as well.]	<p>1) Eurojust post-holders from Events and Logistic Unit (User Support) and Information Management Unit (IMU/Back Office) and authorized non-Eurojust staff (NFGD) to organise meetings in the Pexip platform:</p> <ul style="list-style-type: none"> - Name - Surname - Email <p>2) Participants attending a Pexip Meeting</p> <ul style="list-style-type: none"> - Name as indicated when accessing the meeting - Date and time of the meeting - Duration of the meeting - IP Address <ul style="list-style-type: none"> ○ For Eurojust participants connecting via VPN, only the Eurojust IP address is recorded - Name of the meeting attended - Technical logs for troubleshooting purposes - Phone number (only for participants joining the meeting via call-in) <p>- Technical logs for troubleshooting purposes</p>

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9.	Time limit for keeping the data [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>The data are kept in Pexip for 1 month, to allow for technical investigation and troubleshooting if requested, after which they are automatically deleted from the system.</p> <p>Pexip logs are sent to Splunk, where they are kept for 1 year according to the Splunk retention policy.</p> <p>If Pexip receives data from EJ for troubleshooting purposes, a Diagnostic log is created. The diagnostic log is automatically deleted after 90 days after the ticket is closed.</p>
10.	Recipients of the data [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>a) User Support b) Back Office c) NFGD</p> <p>For escalation of troubleshooting, Qconferencing (Pexip subcontractor) might receive a diagnostic snapshot is a collection of logs, incident reports, and metrics, and therefore contains information such as conference names, aliases, Pexip Infinity configuration and system logs.</p> <p>Participants names are not shared in the logs sent to Qconferencing.</p>
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards? [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.]	No.
12.	General description of security measures, where possible. [Include a general description of your security measures that you could also provide to the public.]	<p>All the data are stored in Eurojust premises and secured following the Eurojust Security requirements.</p> <p>Data shared with QConferencing for troubleshooting (Diagnostic Snapshot) is uploaded to the PexPortal using 256-bit AES-GCM for encryption. Only Pexip Support technicians are having access to this image for troubleshooting the issue. The diagnostic log is automatically deleted after 90 days after the ticket is closed.</p>

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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>Data subjects can exercise their rights to access, rectify, object, and data portability for the data collected by Eurojust (as listed under point 8) as will be described in the Data protection Notice</p>