

EMCDDA Personal Data Protection Record on:
Data transfer for identity federation

Nr.	Item	
Header - versioning and reference numbers (recommendation: publicly available)		
1.	Last update of this record	25-Feb-20
2.	Reference number:	DPO-001
Part 1 - Article 31 Record (recommendation: publicly available)		
3.	Name and contact details of controller	Controller: EMCDDA, Praça Europa 1, Lisboa, Portugal Contact: Mr. Pedro Ribeiro, Head of ICT unit, EMCDDA ICT-HOU@emcdda.europa.eu
4.	Name and contact details of DPO	Mr. Ignacio Vázquez Moliní, DPO, EMCDDA dpo@emcdda.europa.eu
5.	Name and contact details of joint controller (where applicable)	N.A.
6.	Name and contact details of processor (where applicable)	N.A.
7.	Purpose of the processing	The purpose of the processing is to collect user identity information to provision a European Union Institution (EUI), identity and access management system, controlling the access of the EMCDDA staff to the central applications and information system resources managed by that Institution.
8.	Description of categories of persons whose data EMCDDA processes and list of data categories	Categories of persons whose data EMCDDA processes under the present record: Officials, temporary agents, contract agents, Seconded National Experts (SNEs). The categories of personal data dealt with during any call for this EMCDDA record are the following: Identification details: Name, Surname, email address, work phone number, EU staff ID and employer.
9.	Time limit for keeping the data	Electronic and, if applicable, printed data will be stored in the EMCDDA's files as follows: Data is kept within the EUI and EMCDDA transfer systems for 7 days, being then replaced by a new up to date data set.
10.	Recipients of the data	The recipients of the data are: a EUI.
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.	The data collected is stored on electronic files on designated EMCDDA equipment. The systems and networks involved are protected by regular security controls and privileged account access controls.

13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	Privacy statement
-----	--	-------------------