

EMCDDA Personal Data Protection Record on:

Privileged accounts session recording

Nr.	Item	
Header - versioning and reference numbers (recommendation: publicly available)		
1.	Last update of this record	26-Feb-20
2.	Reference number:	DPO-012
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	In order to properly manage the security and performance of its information systems and infrastructure the EMCDDA has implemented a Privileged Accounts Management system (PAM). This processing involves data related to the interventions, ICT system administrators and any contractors supporting them, run on the EMCDDA production systems.
8.	Description of categories of persons whose data EMCDDA processes and list of data categories	Categories of persons whose data EMCDDA processes: EMCDDA ICT staff having permanent accounts on that system and external contractors when receiving a provisional account in order to perform an expert task. The categories of personal data dealt with during any call for this EMCDDA record are the following: Identification details: name, surname, user ID Other type of data: Recordings of the actions performed on the systems (log files and screen session videos)
9.	Time limit for keeping the data	Digital and, if applicable, printed data will be stored in the EMCDDA's files as follows: This data must be kept for a maximum of two months.
10.	Recipients of the data	The recipients of the data are: Data will be accessible to the head of the ICT unit and to the EMCDDA Security Officer.
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 digital 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