

EMCDDA Personal Data Protection Record on:
System and network logs collection and processing

Nr.	Item	
Header - versioning and reference numbers (recommendation: publicly available)		
1.	Last update of this record	26-Feb-20
2.	Reference number:	DPO-013
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	For systems performance and security reasons, event and audit logs recording user activities, exceptions, faults and information security events are produced, kept and regularly reviewed. Systems must be monitored to detect deviation from the access control policy and possibly leading to data breaches. Events must be recorded to provide evidence in case of security incidents.
8.	Description of categories of persons whose data EMCDDA processes and list of data categories	Categories of persons whose data EMCDDA processes: Officials, temporary agents, contract agents, Seconded National Experts (SNEs), interims, trainees, extranet and internet users. The categories of personal data dealt with during any call for this EMCDDA record are the following: Identification details: event category, event ID, date, time, result code, computer ID, user ID, IP address, action, data source.
9.	Time limit for keeping the data	Digital and, if applicable, printed data will be stored in the EMCDDA's files as follows: The relevant logs will be kept for a period of up to six months to assist in future investigations and access control monitoring.
10.	Recipients of the data	The recipients of the data are: EMCDDA ICT designated system and network administrators and external consultants assisting them within the EMCDDA premises
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
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