

EMCDDA Personal Data Protection Record on:

Data backup processing operations

Nr.	Item	
Header - versioning and reference numbers (recommendation: publicly available)		
1.	Last update of this record	26-Feb-20
2.	Reference number:	DPO-021
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 data backup system federates the data from all the agency data sources, including configuration and logs, in order to preserve business continuity and ensure disaster recovery, counter acting on data loss.
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: The system comprehends copies of the whole agency data, including Administrative data that may include a large number of information under privacy protection.
9.	Time limit for keeping the data	Digital and, if applicable, printed data will be stored in the EMCDDA's systems and databases, and an off-site facility under contract, as follows: The system must allow that data protected by the privacy regulations may have different retention periods compared to other type of data. In some cases the level of discrimination that can be achieved is higher than in others, depending on the characteristics of the specific system data storage. This will allow or prevent the deletion of specific user data upon request, implying non excessive overall retention periods in order to stay in compliance.
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	NO

	so, to which ones and with which safeguards?	
12.	General description of security measures, where possible.	The data collected is stored on digital systems and databases 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