

EMCDDA Personal Data Protection Record on registration of the EMCDDA staff members' vehicles under special series with the Protocol Service of the Portuguese Ministry of Foreign Affairs

Nr.	Item	
Header - versioning and reference numbers (recommendation: publicly available)		
1.	Last update of this record	28/05/2019
2.	Reference number:	DPO-036
Part 1 - Article 31 Record (recommendation: publicly available)		
3.	Name and contact details of controller	Controller: EMCDDA Praça Europa 1, 1249-289 Lisboa, Portugal Contact: Mr Dante Storti Head of ADM unit EMCDDA-HR@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 facilitate and centralise the registration of vehicles under special series (diplomatic) plate in Portugal for the EMCDDA staff members' and their household.
8.	Description of categories of persons whose data EMCDDA processes and list of data categories	Name, nationality, ID Number, administrative status, FG and grade, address, full description of the vehicle (including matriculate number, category, brand, model, year, and all other identification numbers of the vehicle to be registered).
9.	Time limit for keeping the data	The data is kept for five years after the departure of the concerned staff member and his/her household.
10.	Recipients of the data	The recipients of the data are: The EMCDDA HRMS, the Controller, the Protocol department of the Portuguese Ministry of Foreign Affairs and the Portuguese Customs authorities.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which	NO

	safeguards?	
12.	General description of security measures, where possible.	The data collected can only be accessed by designated EMCDDA staff working for the Human Resources Management Sector and by the EMCDDA Controller. The data is stored on paper files in the Human Resources Management Sector's offices in locked cabinets.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	http://home.emcdda.europa.eu/html.cfm/index74154EN.html