

**EMCDDA Personal Data Protection Record on
INTERNAL PROCEDURES AND GUIDELINES ON WHISTLEBLOWING**

Nr.	Item	
Header - versioning and reference numbers (recommendation: publicly available)		
1.	Last update of this record	24-5-2019
2.	Reference number:	DPO-037
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 exclusively the management of the EMCDDA's whistleblowing arrangements.
8.	Description of categories of persons whose data EMCDDA processes and list of data categories	The categories of personal data dealt with during any call for this EMCDDA record are the following: <ul style="list-style-type: none"> • Identification details: The information collected includes personal data which are necessary and relevant to the allegations in question and may relate to the whistle-blower, to the person(s) against whom the allegations have been made, as well as to possible witnesses and third parties. The report of the whistle-blower is also considered in principle as personal information of the whistle-blower. • Information provided by the applicant: N/A • Other personal data: N/A

9.	Time limit for keeping the data	<p>Electronic and, if applicable, printed data will be stored in the EMCDDA's files as follows:</p> <ul style="list-style-type: none"> • <p>Personal information which is not relevant to the allegations made will not be further processed and kept. Whenever it is clear that the case should not be referred to OLAF, or is not within the scope of the whistleblowing procedure, the reported personal data will be deleted as soon as possible and in any case within two months from the completion of the aforementioned assessment. If the case is to be referred to OLAF and the latter starts an investigation, the reported personal data will be kept for the period corresponding to the duration of this investigation and of the process required for the follow up to the conclusion of the latter. In case OLAF decides not to start any investigation, the aforementioned information will be deleted as soon as possible.</p>
10.	Recipients of the data	<p>The recipients of the data are the actors who need to intervene in the procedure, as the possible addressees and/or actor of the reporting process on "a need-to know basis", namely: the whistle-blower, the immediate superior/line manager of the latter, the EMCDDA Director, the Chairperson of the EMCDDA Management Board, OLAF, and, where and as required by the guidelines at stake, the President of the European Commission, of the EU Council, of the European Parliament, of the European Court of Auditors and the European Ombudsman.</p> <p>All recipients of the data are reminded of their obligation not to use the data received for any further/other purpose than the one for which they were transmitted.</p>
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.	<p>The data collected is stored in an electronic database on designated EMCDDA equipment. YES</p> <p>Data will be stored, as required, in locked cabinets placed in the offices of the ADM-Human resources management sector and/or in protected electronic folders. A limited number of duly authorised staff from the ADM-Human resources management sector is responsible for this storage.</p>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable),	http://home.emcdda.europa.eu/html.cfm/index122096EN.html

	see the privacy statement:	
--	----------------------------	--