



RECORD OF PROCESSING ACTIVITIES

Record of processing activities with administrative personal data based on Article 31 of Regulation 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies applicable to Europol in accordance with Article 46 of the Europol Regulation

Part I – Public Information

Q1	Last Update of the record	3 March 2021
Q2	Reference number	EDOC #1157633
Q3	Data controller <i>Contact details</i>	Head of Data Protection Function dpf@europol.europa.eu
Q4	Data Processor <i>(if applicable)</i> <i>Contact details</i>	NA
Q5	Joint controller <i>(if applicable)</i> <i>Contact details</i>	NA
Q6	Data Protection Officer	<i>dpo@europol.europa.eu</i>
Q7	Name of processing activity	Handling of data subject requests under Article 36 & 37 Europol Regulation
Q8	Purpose of processing	To provide response to requests submitted by data subjects to Europol in accordance with Article 36 & 37 Europol Regulation
Q9	Data categories	<input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Address <input checked="" type="checkbox"/> Date of birth, <input checked="" type="checkbox"/> Place of birth <input checked="" type="checkbox"/> ID/ passport no. <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Gender <input checked="" type="checkbox"/> Email address <input type="checkbox"/> Phone no. <input type="checkbox"/> Name employer <input type="checkbox"/> Personnel number <input type="checkbox"/> Function Other (please, specify):

Europol Public Information

Q10	Description of categories of persons	<input checked="" type="checkbox"/> Europol - All Staff <input checked="" type="checkbox"/> Europol - Contractors <input checked="" type="checkbox"/> Europol - Law Enforcement Officers <input checked="" type="checkbox"/> Europol - Liaison Officers <input checked="" type="checkbox"/> Europol - Seconded National Experts <input checked="" type="checkbox"/> Europol - Task Force Officers <input checked="" type="checkbox"/> Europol - Trainees & Interns <input checked="" type="checkbox"/> Others Every data subject can exercise his/her data subject rights by sending a request to Europol via a competent authority appointed for that purpose in a Member State of his/her choice ¹
Q11	Time limit for keeping the data	Three years after the receipt of the data subject request.
Q12	Recipients of the data	Data Protection Function Liaison Officers; providers of data in cases under Article 36 (5) Europol Regulation Executive Director; Deputy Executive Directors; Corporate Affairs Bureau in cases under Article 36 (6) Europol Regulation
Q13	Transfer to third countries or international organisations	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES:
Q14	General description of security measures	Access to the data subject requests is limited to duly authorised officials in the Data Protection Function. Only in cases under Article 36 (5) and Article 36 (6) Europol Regulation, the information can be shared on a need to know basis with other recipients who are informed that the information could not be further processed for any other purposes.
Q15	How data subjects can exercise their rights to access, rectification, object and data portability (where applicable)	Via an e-mail to dpf@europol.europa.eu

¹ You could find the list of competent authorities here: <https://www.europol.europa.eu/right-of-access>