



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	18 February 2021
Q2	Reference number	EDOC #1155683
Q3	Data controller <i>Contact details</i>	Head of Human Resources Unit <i>HeadofHR@europol.europa.eu</i>
Q4	Data Processor <i>(if applicable)</i> <i>Contact details</i>	O’Reilly Media, Inc. - 1005 Gravenstein Highway North, Sebastopol, CA 95472, USA.
Q5	Joint controller <i>(if applicable)</i> <i>Contact details</i>	
Q6	Data Protection Officer	<i>dpo@europol.europa.eu</i>
Q7	Name of processing activity	O’Reilly Online Learning Service (Enterprise Licences)
Q8	Purpose of processing	To provide access to Europol staff members to the O’Reilly online learning platform in accordance with the terms established in the Subscription Agreement (“SA”) between O’Reilly Media, Inc. and Europol dated January 31, 2020 and Amendment No. 1 to the SA
Q9	Data categories	<input checked="" type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> Date of birth, <input type="checkbox"/> Place of birth <input type="checkbox"/> ID/ passport no. <input type="checkbox"/> Marital status <input type="checkbox"/> Gender <input checked="" type="checkbox"/> Email address <input type="checkbox"/> Phone no. <input checked="" type="checkbox"/> Name employer <input type="checkbox"/> Personnel number <input type="checkbox"/> Function Other (please, specify): O’Reilly and Safari may collect certain information automatically from those using their online technology. This information may include:

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		users' Internet protocol (IP) address, browser settings, cookie identifiers, mobile carrier, mobile advertising and other unique identifiers, details about the users' browser, operating system or device, browser session location information, Internet service provider, pages that the users visit before, during and after using the Services, information about the links clicked by the user, and other information about how the person used O'Reilly and Safari online technology. For more details please see O'Reilly Privacy Policy available at: https://www.oreilly.com/privacy.html
Q10	Description of categories of persons	<input checked="" type="checkbox"/> Europol - All Staff <input type="checkbox"/> Europol - Contractors <input type="checkbox"/> Europol - Law Enforcement Officers <input type="checkbox"/> Europol - Liaison Officers <input type="checkbox"/> Europol - Seconded National Experts <input type="checkbox"/> Europol - Task Force Officers <input type="checkbox"/> Europol - Trainees & Interns <input type="checkbox"/> Others
Q11	Time limit for keeping the data	For auditing purposes, the data will be kept for 7 years after the end of the contract.
Q12	Recipients of the data	O'Reilly Media Inc., Safari Books Online, LLC, and Europol Account Administrator and C2-13 Learning and Development
Q13	Transfer to third countries or international organisations	<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES: <p style="margin-left: 40px;">Name third party I: O'Reilly Media, Inc.</p> <p style="margin-left: 40px;">Place of third party: USA</p> <p style="margin-left: 40px;">Contact details: 1005 Gravenstein Highway North, Sebastopol, CA 95472, USA.</p> <p style="margin-left: 40px;">Legal basis transmission: see O'Reilly Privacy Policy available at: https://www.oreilly.com/privacy.html</p> <p style="margin-left: 40px;">Does the recipient processes data on behalf of Europol <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Safeguards established: Derogation under Article 50 Regulation 2018/1725</p>
Q14	General description of security measures	Only authorised staff members will have access to the O'Reilly Platform in accordance with the Europol Corporate Network Use Policy

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Q15	How data subjects can exercise their rights to access, rectification, object and data portability (where applicable)	<p>Staff have the right to access, rectify, block and erase their personal data via a written request to the data controller.</p> <p>Staff have the right of recourse to the Europol Data Protection Officer (dpo@europol.europa.eu DPO, Eisenhowerlaan 73, 2517 KK, The Hague, NL) and the European Data Protection Supervisor (https://edps.europa.eu/).</p> <p>The data subjects can exercise their right vis-à-vis O'Reilly in accordance with the terms established in section 6.1 of the O'Reilly and Safari Privacy Policy (https://www.oreilly.com/privacy.html).</p>
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