



## 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*

<b>Q1</b>	<b>Last Update of the record</b>	11 March 2019
<b>Q2</b>	<b>Reference number</b>	EDOC #1030747
<b>Q3</b>	<b>Data controller</b> <i>Contact details</i>	Security Unit <a href="mailto:g5@europol.europa.eu">g5@europol.europa.eu</a>
<b>Q4</b>	<b>Data Processor (if applicable)</b> <i>Contact details</i>	NA
<b>Q5</b>	<b>Joint controller (if applicable)</b> <i>Contact details</i>	NA
<b>Q6</b>	<b>Data Protection Officer</b>	<a href="mailto:dpo@europol.europa.eu">dpo@europol.europa.eu</a>
<b>Q7</b>	<b>Name of processing activity</b>	Security travel advice
<b>Q8</b>	<b>Purpose of processing</b>	The processing of data is intended to know where the staff member is located during a business trip to a country with elevated threat levels, when and how long he/she plans to be in that area, which security measures are arranged or implemented by the hosting institution. It furthermore requests the contact details of a third person, e.g. from the hosting institution, organiser, another participant of the meeting.
<b>Q9</b>	<b>Data categories</b>	<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 checked="" type="checkbox"/> Phone no. <input type="checkbox"/> Name employer <input type="checkbox"/> Personnel number <input type="checkbox"/> Function Other ( please, specify): flight information; address of accommodation; address of meeting venue; contact information of the host in case of emergency

## Europol Public Information

<b>Q10</b>	<b>Description of categories of persons</b>	<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
<b>Q11</b>	<b>Time limit for keeping the data</b>	The data will be retained for a duration of 3 months after return from mission. In case a security related incident has occurred, it will be retained until legal proceedings are closed.
<b>Q12</b>	<b>Recipients of the data</b>	Europol security officers together with travel personnel have access to the data
<b>Q13</b>	<b>Transfer to third countries or international organisations</b>	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES: Name third party I: Place of third party: Contact details: Legal basis transmission: Does the recipient processes data on behalf of Europol <input type="checkbox"/> Yes <input type="checkbox"/> No Safeguards established:
<b>Q14</b>	<b>General description of security measures</b>	Access to the document is regulated via the Document Management System on a need to know basis.
<b>Q15</b>	<b>How data subjects can exercise their rights to access, rectification, object and data portability (where applicable)</b>	For each business trip to a country with elevated threat levels the template is inserted as a new document in the DS for that specific business trip. The data subject received full access, receives an e-mail with the form attached and is requested to complete the form.