



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	29 October 2020
Q2	Reference number	EDOC #1135337v2
Q3	Data controller <i>Contact details</i>	Head of Department Corporate Affairs Bureau (CAB) <i>CAB@europol.europa.eu</i>
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	Registration to the Sinterklaas virtual celebration
Q8	Purpose of processing	Names and email address of persons working at Europol that register are being collected in order to send (by email) the gift vouchers and video from Sinterklaas. Via the EU Survey tool, Europol will collect the name of the person working at Europol, their email address and the number of children (aged 9 or younger) for which they register to receive a gift voucher. The names of the children will not be collected.
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 type="checkbox"/> Name employer <input type="checkbox"/> Personnel number <input type="checkbox"/> Function

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		Other (please, specify): Number of children aged 9 or younger
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 type="checkbox"/> Europol - Task Force Officers <input checked="" type="checkbox"/> Europol - Trainees & Interns <input type="checkbox"/> Others
Q11	Time limit for keeping the data	1 month after the registration closing date
Q12	Recipients of the data	Sinterklaas Committee
Q13	Transfer to third countries or international organisations	<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:
Q14	General description of security measures	<p>The server of the EU Survey tool is managed by the European Commission.</p> <p>G2-13 is the team administratively supporting the use of the EU Survey tool.</p> <p>Access rights based on affiliation to the Sinterklaas Committee.</p>
Q15	How data subjects can exercise their rights to access, rectification, object and data portability (where applicable)	The data subject can exercise his/her rights by contacting the data controller via a written request (<i>CAB@europol.europa.eu</i>)

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Part II - Compliance check and risk screening (internal)

<p>Q16. Legal basis Article 5 of Regulation 2018/1725</p> <p><i>Please, indicate which ones are applicable.</i></p>	<p><input type="checkbox"/> Processing is necessary for the performance of a task carried out in the public interest on the basis of EU law (Europol Regulation or other legal instruments). Please specify task:</p> <p><input type="checkbox"/> Processing is necessary for compliance with a legal obligation to which the controller is subject. Please specify legal basis:</p> <p><input type="checkbox"/> Processing is necessary for the performance of a contract to which the data subject is party Please specify contract:</p> <p><input checked="" type="checkbox"/> The data subject has unambiguously given his or her free and informed consent. Please specify how consent is given: The data subject will provide his/her consent by clicking an "agree" button available in the EU Survey tool which will be placed after a disclaimer. Only by agreeing, can the data subject proceed with the registration for the Sinterklaas virtual celebration.</p> <p><input type="checkbox"/> Processing is necessary in order to protect the vital interests of the data subject or of another natural person. Please specify vital interests:</p>
<p>Q17. Necessity of processing</p> <p><i>How do you establish that all data items you plan to collect are necessary?</i></p>	<p>Processing is necessary in order to know the number of gift vouchers and send these to the persons working at Europol that have registered, together with a video message from Sinterklaas.</p>
<p>Q18. Data accuracy</p> <p><i>How do you ensure that you process accurate data? Do you review the data?</i></p>	<p>The personal data will be deleted 1 month after the registration closing date and there will not be any subsequent review.</p>
<p>Q19. Means of storage</p> <p><i>Please, indicate which one is applicable.</i></p>	<p><input checked="" type="checkbox"/> Electronic Please, specify EU Survey tool server and the generated Excel registration sheet</p> <p><input type="checkbox"/> Paper based Please, specify</p>

Europol Unclassified – Basic Protection Level

<p>Q20. Storage for historical, statistical or scientific purpose <i>Please, indicate which one is applicable.</i></p>	<p><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, only non-personal data Please, specify: <input type="checkbox"/> Yes, including personal data Please specify legal basis:</p>
<p>Q21. Transparency: how do you inform people about the processing. <i>Please, indicate which one(s) is applicable.</i></p>	<p><input checked="" type="checkbox"/> Privacy Statement (EDOC #1070922) <input type="checkbox"/> Information published on IRIS <input type="checkbox"/> Information provided via e-mail <input type="checkbox"/> Other, please specify:</p>
<p>Q22. More detailed description of security measures</p>	<p>See Q14.</p>
<p>Q23. High risk identification <i>Please, indicate which one(s) is applicable.</i></p> <p><i>Where applicable, please, provide links to threshold assessment and if applicable to DPIA</i></p>	<p>Does this process involve any of the following?</p> <p><input type="checkbox"/> data relating to health, (suspected) criminal offences or otherwise considered sensitive ('special data categories');</p> <p><input type="checkbox"/> evaluation, automated decision-making or profiling; <input type="checkbox"/> monitoring data subjects;</p> <p><input type="checkbox"/> new technologies that may be considered intrusive</p> <p>Not applicable</p>