



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	05/03/2021
Q2	Reference number	EDOC # 1136846
Q3	Data controller <i>Contact details</i>	Head of Administration Department C2@europol.europa.eu
Q4	Data Processor <i>(if applicable)</i> <i>Contact details</i>	CDT- TRANSLATION CENTRE FOR THE BODIES OF THE EU Bâtiment Drosbach 12E, rue Guillaume Kroll L-1882 Luxembourg https://www.cdt.europa.eu/
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	Translation services
Q8	Purpose of processing	The purpose of processing is to process translation services requests on behalf of Europol. More particular: - Deliver by e-mail the translation and/or retrieve it in the personal workspace of the users via CDT web client interface - Help administrators of the system sort out technical problems raised by users (e.g. errors in the translation process)
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

Europol Unclassified – Basic Protection Level

		<input type="checkbox"/> Phone no. <input checked="" type="checkbox"/> Name employer <input type="checkbox"/> Personnel number <input type="checkbox"/> Function
Q10	Description of categories of persons	<input checked="" type="checkbox"/> Europol - All Staff (when necessary) <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	The overall retention period for all data is set in five years after budget discharge is granted by the European Parliament for the year to which the transactions relate.
Q12	Recipients of the data	<p>The recipients of these data are C01-11, C2-231, as well as the requestor who receives the final translation.</p> <p>In addition, these data are transmitted to CDT and are being processed by translators under the SLA.</p>
Q13	Transfer to third countries or international organisations	<p><input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES:</p> <p> Name third party I:</p> <p> Place of third party:</p> <p> Contact details:</p> <p> Legal basis transmission:</p> <p> Does the recipient processes data on behalf of Europol <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Safeguards established:</p>
Q14	General description of security measures	<p>C2-011 submits electronically the documents to be translated via internet.</p> <p>C2-011 log in in the portal with the password and username. No double identification factor</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 via an e-mail to the data controller.