

EUISS record of processing activity

Business Continuity Plan

1	Last update of this record	17/09/2020
2	Reference number	IT-2
3	Name and contact details of controller	<p>European Union Institute for Security Studies 100, avenue de Suffren F-75015 Paris France +33 1 56 89 19 30</p> <p>Responsible department or role: ISMS Committee of the EUISS</p> <p>Contact form for enquiries on processing of personal data to be preferably used: https://www.iss.europa.eu/contact</p>
4	Contact details of the DPO	https://www.iss.europa.eu/contact
5	Name and contact details of joint controller (where applicable)	N/A
6	Name and contact details of processor (where applicable)	N/A
7	Description and purpose of the processing	The Business Continuity Plan aims to prepare the EUISS to continue operating in the event of an emergency or disaster. The purpose of the processing is to enable the EUISS, in the context of the BCP, to contact each EUISS staff member when necessary.
8	Description of categories of persons whose data the EUISS processes and list of data categories	<p>EUISS Contract Staff, Temporary Staff, Seconded Experts and Trainees</p> <p>Personal data processed: Name, private phone number, private email address.</p>
9	Time limit for keeping the data	Personal data are kept for the duration of the employment with the EUISS.

10	Recipients of the data	The ISMS Steering Committee
11	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	NO
12	General description of security measures	The data are kept in sealed envelopes in locked safes. There are also electronic copies kept off-site in password protected and encrypted USB sticks.
13	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<link>

