

EUISS record of processing activity IT User Accounts

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| 1 | Last update of this record | 15/09/2020 |
| 2 | Reference number | IT-001 |
| 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: IT Officer</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 purpose of the processing operation is to provide user accounts to all staff of the EUISS. The IT Officer receives electronically from Administration the relevant personal data. Then the account is created, including the email address, the phone number and the office allocated. Certain data are published in the EUISS address book for all staff. |
| 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:</p> |

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| | | <p>For the creation of user accounts: Name, starting and ending date of the contract, job title, work location, supervisor.</p> <p>For the EUISS address book: Name, email address, title, phone number, office number.</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 | <p>-The IT officer for the creation of the user accounts.</p> <p>-The EUISS address book is accessible from all EUISS staff.</p> |
| 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 | All the data are kept in the IT infrastructure of the EUISS where access is controlled by personal user name and password. |
| 13 | For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement: | Link to privacy statement |

