



EUISS record of processing activity

Issuance of business cards

1	Last update of this record	20/11/2020
2	Reference number	ADM-016
3	Name and contact details of controller	European Union Institute for Security Studies 100, avenue de Suffren F-75015 Paris France +33 1 56 89 19 30 Responsible department or role: Head of Administration and Personnel of the EUISS Contact form for enquiries on processing of personal data to be preferably used: https://www.iss.europa.eu/contact
4	Contact details of the DPO	https://www.iss.europa.eu/contact
5	Name and contact details of joint controller (where applicable)	Not applicable
6	Name and contact details of processor (where applicable)	Vistaprint (private company tasked with the printing of the business cards). +33 1 88 24 71 80 Contact form: https://www.vistaprint.fr/service-client/ecrivez-nous.aspx?txi=16746&xnid=Footer_Contact+Us_Let+Us+Help&xnav=footer#
7	Description and purpose of the processing	All employees of the EUISS are entitled to receive business cards for their professional use.



8	Description of categories of persons whose data the EUISS processes and list of data categories	Contract Staff, Temporary Staff, Seconded Experts and Trainees Data processed: - Surname, first name, title/function, professional e-mail address, telephone number and postal address.
9	Time limit for keeping the data	The data are kept until the issuance of the business cards.
10	Recipients of the data	The Facilities Officer, (responsible for the ordering and deliverance of the cards to the individuals concerned); Vistaprint (the private company tasked with the printing of the business cards).
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 EUISS has implemented appropriate technical and organisational measures (firewalls, checkpoints, antivirus) to ensure a level of security appropriate to the risks represented by the processing and the nature of the personal data to be protected. Such measures have been taken in particular to prevent any unauthorised disclosure or access, accidental or unlawful destruction or accidental loss, or alteration and to prevent all others unlawful forms of processing. The private company applies standard policies and guarantees: https://www.vistaprint.fr/service-client/vie-privee-et-securite.aspx?txi=16764&xnid=Footer_Privacy+and+Security_Our+Policies&xnav=footer
13	For more information, including how to exercise your rights to access, rectification,	Additional information is available by following the link to privacy statement here (link to privacy statement).



	object and data portability (where applicable), see the privacy statement:	
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