



## Record of data processing activity for EASO's Business continuity and emergency alert management system

Last Update of the record	3 <sup>rd</sup> December 2020
Reference number	2020/25
Data controller	Head ICT Unit Contact: <a href="mailto:ictu.datacontroller@easo.europa.eu">ictu.datacontroller@easo.europa.eu</a>
Joint controller (if applicable)	N/A
Data Processor (if applicable)	Clearview
Data Protection Officer	<a href="mailto:dpo@easo.europa.eu">dpo@easo.europa.eu</a>
Name of processing activity	EASO's Business continuity and emergency alert management system
Purpose of processing	The information is structured to build a "phone tree" to be used in case of emergency and alerting situations. It is also used in the context of Business Continuity purposes: a. Immediate threat to EASO staff; e.g. Water/airborne health risk, people trapped in closed-up spaces, (in)direct contact with transmission diseases; b. Immediate threat to EASO premises and assets (and ultimately to EASO Personnel); e.g. fire, flooding, power outage, health risks related to premises/assets, attempts at rendering premises unusable, natural disasters /severe weather, closure of roads, terrorism, security curfews, civil unrest and emergencies (cuts of water, gas, electricity, mobile network, regional/national/international transportation); c. Disruption, which has caused an absence of 1/3 of staff to either of the EASO sites, a complete network outage or the absence of all working equipment.
Data categories	Employee ID, First Name, Surname, Email, Position, Work Mobile, Alternate Mobile, Personal Email, Unit, Expiry Date, Location (countries/cities/site where EASO operates), application ownership (needed for business continuity for each user), contract ownership (needed for business continuity for each user), asset ownership (needed for business continuity for each user).
Description of categories of persons	EASO staff.

<b>Time limit for keeping the data</b>	Destruction is performed after a two-year retention, due to providing statistical data on all ECAS accounts.
<b>Recipients of the data</b>	The contractor/data processor and certain EASO hierarchical users may be granted access to send individual alerts to the respective teams.
<b>Transfer to third countries or international organisations</b>	N/A
<b>General description of security measures</b>	Personal data will be processed in compliance with all the appropriate technical and organisational measures set to protect personal data against accidental or unlawful destruction, accidental loss or unauthorised disclosure, alteration and access or any other unauthorised form of processing.
<b>How data subjects can exercise their rights to access, rectification, object and data portability (where applicable)</b>	<p>Via e-mail to the data controller:  <a href="mailto:ictu.datacontroller@easo.europa.eu">ictu.datacontroller@easo.europa.eu</a></p> <p>Further information on the processing of your personal data is made available on the Agency's website at: <a href="https://www.easo.europa.eu/legal">https://www.easo.europa.eu/legal</a>  The link above includes EASO's General Privacy Statement as well as the privacy statements on specific data processing operations.</p>