



### Record on the activities of the DPO

Last update of the record	30/09/2024
Data controller	Data Protection Officer of the EUAA dpo@euaa.europa.eu
Joint controller (if applicable)	N/A
Data Processor (if applicable)	N/A
Name and description of processing	Various activities carried out by the DPO to perform its tasks
Purpose of processing	The DPO processes personal data where strictly necessary for the purpose of carrying out its tasks as detailed in Article 45 of the EUDPR (i.e consultative, monitoring, auditing and investigative activities). The activities of the DPO include the handling of data protection related complaints, the handling of queries by the data subjects and training provided within the organisation. Moreover, the DPO may process personal data in case of a complaint submitted to the Fundamental Rights Officer ('FRO') of the EUAA under Article 51 of Regulation (EU) 2021/2303 <sup>1</sup> (hereinafter 'the EUAA Regulation') and in line with Article 22 of the Management Board Decision no 159 of 24 May 2024 on the setting up of the complaints mechanism. In addition, the DPO may process personal data for the coordination of the EUAA network of Data Protection Focal Points and in the context of activities/events aiming to raise awareness within the Agency on data protection matters.
Legal basis and lawfulness of processing	The DPO processes your personal data on the basis of Article 45 of <a href="#">Regulation (EU) 2018/1725</a> <sup>2</sup> (hereinafter 'the EUDPR') and in the case of complaints submitted to the FRO concerning data protection matters on the basis of Article 51 of the EUAA Regulation. Consequently, the processing operation is lawful under Article 5(1)(a) of the EUDPR. To the extent that certain activities are voluntary, the legal basis of the processing is the consent of the data subject and the legal basis for processing is Article 5(1)(d) of the EUDPR.

<sup>1</sup> Regulation (EU) 2021/2303 of the European Parliament and of the Council of 15 December 2021 on the European Union Agency for Asylum and repealing Regulation (EU) No 439/2010, OJ L 468, 30.12.2021, p. 1-54.

<sup>2</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC, OJ L 295, 21.11.2018, p. 39-98.





<p><b>Description of (categories of) personal data processed</b></p>	<p>In general, the DPO commits to processing only the minimum data strictly necessary to perform its functions. The categories of personal data processed will vary considerably depending on the activity and the topic but typically the personal data processed cover the following categories:</p> <ul style="list-style-type: none"> <li>• Identification data (e.g. first and last name, email address);</li> <li>• Any kind of personal data specific o the activity undertaken by the DPO (e.g. allegations or statements made in a complaint or in a request for investigation, description of facts/concerns/circumstances).</li> </ul> <p>In the framework of investigations carried out on its own initiative or at the request of the data controller, or the processor, the staff committee, or any individual, the DPO may process any data that it deems necessary to carry out the investigation.</p>
<p><b>Description of (categories of) data subjects</b></p>	<p>Data subjects may be internal (e.g. statutory staff to whom the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union<sup>3</sup> apply or other personnel<sup>4</sup>) or external to the organization) who:</p> <ul style="list-style-type: none"> <li>• Exercise their rights under the EUDRP as data subjects;</li> <li>• Bring to the attention of the DPO any matter alleging that a breach of the EUDPR has taken place;</li> <li>• Consult the DPO on any matter concerning the interpretation of the EUDRP;</li> <li>• Request that the DPO launches an investigation in line with Article 45(2) of the EUDRP;</li> <li>• Are concerned by a specific activity of the DPO, including attending trainings provided by the DPO or participation in awareness raising events;</li> <li>• Submit a complaint to the DPO;</li> <li>• Complain to the European Data Protection Supervisor pursuant to Articles 63 and 68 of the EUDPR and whose complaints and personal data are transmitted to the DPO;</li> <li>• Submit a complaint to the FRO that concerns matters relating to the protection of personal data and the Executive Director involves the Agency's DPO.</li> </ul>
<p><b>Retention period</b></p>	<p>Personal data are kept for no longer than necessary and appropriate having regard to the purposes for which such data are processed.</p>

<sup>3</sup> Staff Regulations of Officials of the European Union ('Staff Regulations') and Conditions of Employment of Other Servants of the European Union ('CEOS'), laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68, OJ L 56, 4.3.1968, p. 1, as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013, OJ L 287, 29.10.2013 p. 15.

<sup>4</sup> This includes all statutory staff and persons employed under private law contracts, seconded national experts and trainees.



	<p>Items in the DPO inbox and sent folders, are subject to regular review to decide whether they qualify as records (and consequently any personal data contained therein) to be stored in the Electronic Records and Documents Management System ('ERDMS') of the EUAA. The retention period in the ERDMS varies depending on the subject matter the record may address (e.g. in the case of handling of complaints submitted to the FRO concerning matters relating to the protection of personal data, the retention period shall not exceed 2 years from the closure of the file. In the case of an investigation personal data shall be kept until all relevant deadlines for the exercise of legal remedies are exhausted). Items that do not qualify as records are subject to frequent deletion.</p> <p>Personal data contained in items in the DPO drafts and deleted folders are deleted on a yearly basis (N+1).</p>
<p><b>Recipients of the personal data</b></p>	<p>The following (categories of) recipients may have access to your personal data:</p> <ul style="list-style-type: none"> <li>• The Executive Director of the EUAA and his/her Secretariat;</li> <li>• EUAA personnel working in the Office of the Data Protection Officer;</li> <li>• Other EUAA personnel on a need-to-know basis (e.g. members of the Legal Services Unit or the Fundamental Rights Officer and his/her staff);</li> <li>• The European Data Protection Supervisor;</li> <li>• External providers of data protection advice, training or auditing.</li> </ul>
<p><b>Transfers of personal data to third countries and/or international organisations</b></p>	<p>No</p>
<p><b>Automated decision-making including profiling</b></p>	<p>No</p>
<p><b>General description of security measures</b></p>	<p>To protect your personal data, a number of technical and organisational measures are in place as required under Article 33 of the EUDPR. Technical measures include the storing of the files in the internal document management system of the Agency (ERDMS/Sharepoint), in folders with restricted access. Any paper files containing personal data are stored in secure cupboards. Depending on the content of a file, sharing may happen via a password-protected or encrypted format.</p> <p>Organisational measures include restricting access to persons with a legitimate need -to-know for the purposes of this processing operation.</p> <p>It is noted that Under Article 44(5) of the EUDPR the DPO and its staff shall be bound by secrecy or confidentiality concerning the performance of its tasks, in accordance with Union law.</p>
<p><b>How data subjects can exercise their rights</b></p>	<p>By e-mail to the Data Protection Officer (DPO): <a href="mailto:dpo@euaa.europa.eu">dpo@euaa.europa.eu</a></p>



[Redacted] By contacting the European Data Protection Supervisor (EDPS):  
[supervision@edps.europa.eu](mailto:supervision@edps.europa.eu)