



Record of data processing activity for EASO's Information and Documentation System (IDS)

Last Update of the record	9 th August 2020
Reference number	2020/29
Data controller	Head of Centre for Asylum Knowledge (C3)/ Head of Information and Analysis Sector Contact: ids@easo.europa.eu
Joint controller (if applicable)	N/A
Data Processor (if applicable)	N/A
Data Protection Officer	dpo@easo.europa.eu
Name of processing activity	EASO's Information and Documentation System (IDS Platform)
Purpose of processing	<ul style="list-style-type: none">• Creation of a user account;• Authentication and/or updating of user credentials;• Assignment to user groups and enabling or disabling different levels of access rights;• Troubleshooting issues with user access rights and ICT related security related issues;• Monitoring traffic and web analytics related to usage of the platform.
Data categories	The following categories of data are collected: date of (user) registration, most recent log-in date of the user, last failed log-in date, username, e-mail address, user authentication type (license), user group/s, surname, first name(s), designation/function, place of work/employment, (work) address, (work) telephone, (business) private institutional e-mail address, ECAS username (where applicable).
Description of categories of persons	The categories of data subjects include: Member states officials from national administrations: asylum, reception, return and resettlement; Officials from the EU Institutions and EU Agencies (European Commission, FRONTEX, Permanent Representations of EU member states to the European Union); EASO staff members: Temporary staff, contractual staff and interim staff.
Time limit for keeping the data	Personal data related to IDS accounts is retained in IDS for as long as the user has access to the platform or until the IDS platform ceases to operate. The retention period is extended for up to one year, each time

	<p>confluence user licenses are renewed. The Information and Analysis Sector conducts periodic review of user accounts that shall be disabled from IDS platforms, thus data are no longer retained in the platform. Consultation is done with the IDS Advisory Group Focal Points. Personal data or contact information is also kept for a period of 5 years in the case of the information needed for reimbursements for meetings and events.</p>
Recipients of the data	<p>The data collected by EASO in IDS is shared only with the IDS Network Focal Points and with personnel responsible for the day to day operation of IDS Platform and management of the system – EASO’s Department of Operations, ICT Unit.</p> <p>In view of the cooperation and interlinking of IDS with the IRMA Platform (FRONTEX) personal data exchange is done via an encrypted messaging system available in the IRMA Platform.</p> <p>Individual users are notified with user names and instructions to activate the accounts in IDS with relevant communication exchange from the IDS functional mailbox ids@easo.europa.eu</p>
Transfer to third countries or international organisations	N/A
General description of security measures	<p>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.</p>
How data subjects can exercise their rights to access, rectification, object and data portability (where applicable)	<p>Via e-mail to the data controller: ids@easo.europa.eu</p> <p>Further information on the processing of your personal data is made available on the Agency’s website at: https://www.easo.europa.eu/legal The link above includes EASO’s General Privacy Statement as well as the privacy statements on specific data processing operations.</p>