

01 - Name of processing	E-mail system of the European Railway Agency
02 - Reference	29
03 - Submission Date	20-04-12
04 - Last update	30-06-20
05a - Controller	RICOTTA Salvatore
05b - Unit-Sector	ITFM
05c - Controller's email	HoUResourcesandSupport@era.europa.eu
06 - DPO	DataProtectionOfficer@era.europa.eu 120 Rue Marc Lefrancq, 59300 Valenciennes, France Tel.+33 (0) 32 70 96 500
07 - Name and contact details of joint controller (where applicable)	
08a - Who is actually conducting the processing? (Article 31.1(a))	The data is processed by ERA (responsible unit) itself
08b - Name and contact details of processor (where applicable)	N/A
09 - Purpose of processing	<p>Monitoring of the e-mail traffic from and to the mailboxes of ERA staff. Each e-mail system user has the responsibility for the messages and attachments she/he is processing and sending out.</p> <p>Front-End Components:</p> <ul style="list-style-type: none"> - Microsoft Outlook - Any standard HTTP browser - PDAs (i.e. i-Phone). <p>Back-End Components:</p> <ul style="list-style-type: none"> - Microsoft Exchange - Internal processes to cover address book data exchanges and management. <p>Automated and manual monitoring is performed to ensure functionality and security of the email infrastructure, including identification of unauthorised use.</p>

10a - Data Subjects

ERA statutory staff members, Officials and statutory staff members from other European Institutions/Agencies/ Bodies, "Seconded National Experts", trainees and subcontractors, European and third countries citizens.

10b - Personal data

As per information provided with the rules:

For the e-mail messages:

- message header (traffic information, including sender and recipient email addresses and details),
- subject,
- body and
- attachments.

For the address book:

- first name,
- last name,
- Alias (informatics login),
- office phone,
- Unit or Sector,
- e-mail address.

11 - Time limit for keeping the data

- As long as the Data Subject has an active mail account, 90 days after the de-activation of the e-mail account, before its deletion
 - As long as the Data Subject is present in the address book of the respective other Institution, 6 months after the deletion of the mail account, in logs and back-up media.
- In case of incident the data will be kept for analysis for a longer period to establish evidence or to defend a right in a legal claim pending before a court.

12 - Recipients of the data

Message recipients: Potentially anybody in the world having an e-mail address.
Internal E-mail system users: ERA staff.
Address book (data fields as indicated in this notification): staff of the ERA, E-mail services of other European institutions, Staff of other European institutions with whom bilateral agreements exist (see point 10 "Data Subjects concerned"). Log-files:

The controller, the Data Protection Officer, the Head of ITFM, the System Administrator, and the ICT Security Officer. On case by case basis, the Controller, under the terms of the Article 7 of the Regulation, may transfer personal data to other recipients at the ERA.

In particular circumstances, on a case by case basis, personal data may be disclosed on a temporary basis to the following categories of recipients within the European Union institutions and bodies:

- OLAF and/or IDOC within the frame of their inquests,
- the Ombudsman, at his request,
- the European Data Protection Supervisor, at his request,
- the Judges of the European Court of Justice, upon request.

13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?

N/A

14 - How is data stored? What are the security measures implemented?

As per ERA's Electronic Information Security Rules

15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice

a) Agency News to all staff on use of ERA ICT resources, Rules 2.0 Use of the ERA ICT owned resources, Rules 2.1 Identity and Access Management", Rules 2.3 Electronic Communication Rules, Rules 2.4 E-mail Acceptable Use, Privacy Statement.
 b) When a staff member takes up duty he/she is informed of Regulation (EC) 45/2001 safeguarding the right to access data and to require the Controller to rectify without delay any inaccurate or incomplete personal data. The data subject also has the right to require the Controller to erase data if the processing is unlawful. For this, the data subject needs to contact the Controller by email (put in copy the designated ITFM staff). The Controller shall deal with the request for rectification of data within one month from the introduction of the request. As far as requests for blocking and erasure, the Controller disposes of three calendar months to give follow up to the request from the moment of its reception. Furthermore, the data subject is also free to address to the ERA Data Protection Officer at any time, using the following contact address: DataProtectionOfficer@era.europa.eu

15a - Data subject rights	Right to have access; Right to rectify
16 - Legal Basis	Rules 2.0 Use of the ERA ICT owned resources; Rules 2.1 Identity and Access Management; Rules 2.3 Electronic Communication Rules; Rules 2.4 E-mail Acceptable Use;
17 - Lawfulness of processing	Article 5 a) of Regulation (EU) 2018/1725 The processing operation is subject to (Ex-post) prior checking by the EDPS, because it poses a specific risk for the data subjects, namely monitoring.
18 - Data minimisation	Data are kept for monitoring and security purposes
19 - Accuracy	data are taken from the tool as-is
20 - Access and other rights of persons whose data is processed	NA
21 - Special category data	NA
22 - DPIA	NA
23 - Link to the Threshold assessment-Risks	
24 - Other related documents	