

01 - Name of processing	Generic notification on IT infrastructure
02 - Reference	61
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	- Management of the IT infrastructure, networks and systems at the ERA; - To make available an efficient and secure IT infrastructure to the ERA information systems, including those processing personal data; - To make available an efficient and secure IT infrastructure to Data Subjects; - Access to personal data is done only when necessary for trouble shooting, analysis of performance problems, general user support, billing verification, when validating the performance of contractual conformity and for performance and capacity management.
10a - Data Subjects	Statutory staff members, experts, service providers, contractor, SNEs and trainees.

10b - Personal data

Concerning the E-mail system and its back-end part:
For the e-mail messages: - message header (traffic information), - subject,- body and - attachments.For the address book: - first name, - last name, - Alias (informatics login),- office phone, - Unit or Sector, - e-mail address.
Concerning the internet policy:Name, IP Address, Timestamp of the processing of the requests (reception, assignation, modification, resolution, etc.), Information related to the requested/accessed service, any information that the data subject provides within the transaction.

11 - Time limit for keeping the data

As long as the relationship between the data subjects and the Agency exists. Following the termination of the relationship, personal data could be retained up to a maximum period of 13 months in log files and data back-up media. In order to comply with the Financial Regulations, data related to IT invoice control are saved for 5 years.In case of incident the data will be kept for analyzing 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

The IT Security Officer, the Controller, the Data Protection Officer, the Head of ITFM. 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 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	<p>a) Data subjects are made aware of the following policies (attached to this notification):</p> <ol style="list-style-type: none"> 1. Rules 2.0 Use of the ERA ICT owned resources 2. Rules 2.1 Identity and Access Management 3. Rules 2.2 Internet Acceptable Use 4. Rules 2.3 Electronic Communication Policy 5. Rules 2.4 E-mail Acceptable Use 6. Rules 4.1 Electronic Information Security <p>The above mentioned rules are published on the ERA intranet.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.</p>
15a - Data subject rights	Right to have access
16 - Legal Basis	Rules 2.0 Use of the ERA ICT owned resources; Rules 2.1 Identity and Access Manage
17 - Lawfulness of processing	Article 5 a) of Regulation (EU) 2018/1725The processing and implementation of the ERA IT infrastructure is necessary for the performance and the support of numerous tasks carried out by the Agency as mandated by its founding regulation.
18 - Data minimisation	
19 - Accuracy	
20 - Access and other rights of persons whose data is processed	

21 - Special category data

22 - DPIA

23 - Link to the Threshold assessment-Risks

24 - Other related documents