

01 - Name of processing	Internet rules of the European Railway Agency
02 - Reference	30
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	The purpose of registration, processing and analysis of internet traffic logs is to facilitate the performance and the security of numerous tasks carried out by the Agency as mandated by its founding regulation. The processing is a means of guaranteeing an adequate level of provision and protection for the services delivered by ITFM, as a mean to guarantee authorized use of the Internet service of the Agency.
10a - Data Subjects	Agency Staff; Agency contractors bound by a contractual agreement; Individuals engaged into a professional collaboration with ERA; Any individual accessing any of the Internet services provided by the Agency.
10b - Personal data	The following data will be logged: a. URL Access Log: name of the ERA server processing the request, Date and Time, Client IP, Server IP, Domain, Path, Category, Protocol, number of hits, MB received. Note that the Client IP is leased dynamically. b. URL Blocking Log: Date and Time, Category, Rule, Scan Type, IOOID, URL, Protocol. c. URL Filtering Log: Date and Time, Category, Rule, Scan Type, Filtering action, URL, Protocol.

11 - Time limit for keeping the data For 90 days, in order to be able to perform forensic and security incidents analysis.

12 - Recipients of the data

The IT Security Officer, the Head of IT. In particular circumstances data may be disclosed on a temporary basis to OLAF (on request in the context of investigations), Other competent authorities (on request in the context of investigations), Data Subject concerned (on request).

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?

Text files within a server storage system, protected by the ERA Authentication Service, as described in Rules 2.1 Identity and Access Management. The system is integrated within the IAM system implemented at the Agency. Please refer to the rules "2.1 Identity and Access Management Rules" for additional details.

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 2.2 Internet Acceptable use, Privacy Statement;
 b) As per information contained in paragraph H. Privacy Statement of the Rules 2.2 Internet Acceptable Use, the data subjects can exercise their rights by sending an email to servicesdesk@era.europa.eu with an explicit request of the right they want to exercise. Those requests will become service requests within the systems and categorised accordingly. That categorisation will result in the assignation of the service request to the Data Controller who will deal with the evaluation of the request and the execution of the rights. 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
16 - Legal Basis	Rules 2.0 Use of the ERA ICT owned resources; Rules 2.2 Internet Acceptable Use Rules;
17 - Lawfulness of processing	Article 5 a) of Regulation (EU) 2018/1725 according to which traffic data may be processed also for verification of the authorised use of the telecommunications system. In compliance with the content of the paragraph F.11 of the Rules 2.0 Use of the ERA ICT owned resources, ERA may monitor any Internet activity occurring on ERA equipment or accounts. This processing operation is subject to (Ex-post) prior checking by the EDPS, because it poses a specific risk for the data subjects, namely monitoring (see EDPS C 2011-0671).
18 - Data minimisation	Logs in order to monitor the traffic
19 - Accuracy	logs are automatically retrieved
20 - Access and other rights of persons whose data is processed	NA
21 - Special category data	
22 - DPIA	

23 - Link to the Threshold assessment-Risks

24 - Other related documents