

01 - Name of processing	Privileged Accounts Management
02 - Reference	60
03 - Submission Date	07-05-15
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	To guarantee that accounts with elevated privileges are adequately created, maintained and decommissioned, as well as to minimize the risks associated to an intentional or accidental misuse of those accounts.
10a - Data Subjects	Statutory staff members, experts, service providers, contractor, SNEs and trainees that have been granted user account for an information system or information technology device at the Agency which is not a standard user account.
10b - Personal data	See the enclosed "Annex 1" document.
11 - Time limit for keeping the data	12 months. 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 a 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 Policy.

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) Briefing session to the concerned staff that the activities performed using privileged accounts require strict management to guarantee that misuse (intentional or accidental) risk is reduced to minimum.
- 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
16 - Legal Basis	Privileged Accounts Management Rules (RUL_DPS_001);#86
17 - Lawfulness of processing	Article 5 a) of Regulation (EU) 2018/1725
18 - Data minimisation	Minimum set of data to identify staff members/contractors and the associated IT access rights
19 - Accuracy	Data registered by the IT Infrastructure officer
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	