

01 - Name of processing	Register Records kept by the Data Protection Officer and Access to the Register of Records
02 - Reference	7
03 - Submission Date	23-02-11
04 - Last update	20-05-20
05a - Controller	DOPPELBAUER Josef
05b - Unit-Sector	Executive Director
05c - Controller's email	dataprotectionofficer@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)	
09 - Purpose of processing	The purpose of the processing is to implement the 'Records to be kept by to the Data Protection Officer' provision as described in article 31 of Regulation (EC) 2018/1725 and to implement the 'Register'provision as defined in article 31 of the same regulation.
10a - Data Subjects	Data Protection Officer, Controllers
10b - Personal data	Name, first name, title function, Unit, Phone number, email address. Categories: Name and personal contact data.
11 - Time limit for keeping the data	The Data Protection Officer will keep the data of the controller as long as the processing is operational. After that date it will be deleted from the register and archived for 5 years in case there would be any appeal procedures. Personal data of the user of the share point system stored for the management of access control are kept for as long as this user uses the system and will be deleted upon notification that the user no longer uses the system.

12 - Recipients of the data	The personal data can be accessed by the EDPS and his staff by requesting access, the DP, agency staff by connecting to the application in intranet and any person connecting to the ERA website.
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?	Stored in the IT systems of the Agency.
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 specific privacy statement is available on the webpage of the notification system which provides information to the data subjects requested in article 11-12 of the Regulation 45/2001. All the persons who have access to the system can access and verify their personal data and have it corrected if necessary. They are informed in the SPS.
15a - Data subject rights	
16 - Legal Basis	Regulation (EC) 45/2001 ;
17 - Lawfulness of processing	Regulation 45/2001 requires each controller to give prior notice of any processing operation involving personal data to the Data Protection Officer (article 25). The DPO is under the obligation to keep a Register of all processing operations of the institution and give access to this register to any person (article 26). The lawfulness of processing of the notification is based on article 5 (b) of Regulation (EC) 45/2001, since it is necessary for the compliance with the legal obligation to receive notifications and make them available through the Register.
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	