

01 - Name of processing	Microsoft Outlook Calendar visibility
02 - Reference	72
03 - Submission Date	14-09-17
04 - Last update	30-06-20
05a - Controller	RICOTTA Salvatore
05b - Unit-Sector	ITFM
05c - Controller's email	HoUResourcesandSupprt@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 allow ERA e-mail system users to have mutual visibility of the MS Outlook Calendar items that are not marked "Private". The current Microsoft Outlook Calendar is the relevant tool where Agency's staff can efficiently coordinate their activities, ensuring timely information related to the staff availability and aiming at efficiency's improvement in relation to the planning of activities. It is considered that this practice is respecting the due level of privacy of staff and that is proportionate to inform the colleagues without oversharing information.
10a - Data Subjects	Statutory staff members of the Agency, SNEs, service providers, contractors, trainees and all stakeholders that have been granted ERA e-mail box.
10b - Personal data	The following Microsoft Outlook Calendar information is made visible to all ERA e-mail system users for non private meeting/events: "Subject", "Start date and time", "End date and time" and "Location"
11 - Time limit for keeping the data	Meetings/Events - Personally managed - In MS Exchange folders - in back-up supports (6 months +1).

12 - Recipients of the data	Meeting/event entered in Microsoft Outlook Calendar ERA email system users, Log-files: Administrators of the E-mail System (daily operations), OLAF (on request in the context of investigations), Other competent authorities, Data Subject concerned (on 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	<p>a. Agency News dispatched to "Everybody" and published in the Agency intranet Privacy Statement</p> <p>b. As per information provided with the policies:</p> <ol style="list-style-type: none"> 1. Policy 2.0 Use of the ERA ICT owned resources 2. Policy 2.1 Identity and Access Management" 3. Policy 2.3 Electronic Communication Policy 4. Policy 2.4 E-mail Acceptable Use <p>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; Right to rectify
16 - Legal Basis	ERA-MT-DEC-145;#156

17 - Lawfulness of processing	Article 5 a) of Regulation (EU) 2018/1725
18 - Data minimisation	the data is limited to information registered in MS Outlook
19 - Accuracy	Data is entered by the staff member
20 - Access and other rights of persons whose data is processed	MS Outlook calendar
21 - Special category data	
22 - DPIA	
23 - Link to the Threshold assessment-Risks	
24 - Other related documents	