

01 - Name of processing	Reference Document Database (RDD)
02 - Reference	39
03 - Submission Date	14-06-12
04 - Last update	29-05-20
05a - Controller	GIGANTINO Anna
05b - Unit-Sector	Analysis and Monitoring Unit
05c - Controller's email	AOD.aam@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 following processing of information implies personal data and has the following purposes: 'Management of users' accounts' has for purpose to configure users of the application and their role (set of rights). Users with appropriate rights can create and update the data associated with each user of the application. Registered users can manage their following account settings: language, customized notifications of publications, mapped NOTIF-IT user account and password. This information is stored in the database. 'Authentication of users' has for purpose to ensure the identity of the users by means of personal login / password combination. 'Authorisation of users' has for purpose to check that the user has the right to perform the actions. 'Subscription to notifications of publications': Users wanting to receive notifications of publications from RDD can subscribe to this service by providing a valid email address. After registration, the subscriber will receive an email with the confirmation and a link providing access to modify the details of subscription and/or to unsubscribe. 'Sending notification to NOTIF-IT': when a notification is created by RDD in NOTIF-IT, the NOTIF-IT username associated with the user is sent to NOTIF-IT in the notification. 'Logging'. For technical purpose (eventual debugging or error root cause analysis), a summary of the activities performed by the user is stored in the database and in log files. 'Backup'. For technical purpose (debugs and tests) and in the frame of the continuity plan, the database, the applications folders and the application data folders are backed up periodically.

10a - Data Subjects

Stakeholders internal to the EU institutions (ERA, EC) and external to them:
Member States representatives, National Safety

Authorities, various bodies, rail sector organisations etc.

10b - Personal data

The collected data for user registration are the following (fields marked * are mandatory):

General information: Username *, E-mail *, Password *, Confirm Password *, Role *(role assigned to user in RDD by selection from the available ones), Member State *(associated MS- allows user to carry out action on the data set of the respective MS), Address, Postal Code, Country *, Office, Phone, Mobile Phone, Fax, Contact Person, First Name, Last Name, E-mail and Phone.

Reports Service User Account Info (configuration data necessary for execution of reports with limited accessibility (e.g. access to unpublished information that is restricted to MS): Reports Service User Name, Reports Service Domain Name, and Reports Service Password

The notification information required for specific role of notifier to ensure data transfer from RDD to Notif-IT : Title, Title in English , Reporting Body , Reporter User, Creator User.

The collected data for notification of publication from RDD is the email address. The summary of the actions performed by the user are logged.

The username associated with the locked MS NLF or MS NRD is stored in the database.

In addition, in order to protect the content against inappropriate behaviors (e.g. hacking attempts) an Audit Trail has been implemented, recording all registered user' actions. The fields in the recorded logs are the following: Username, Source IP address, Permission (permission required for the action taken), Message: description of the action taken. Finally, information is stored in servers located in ERA's premises, access only granted to authorised staff members.

Regarding "first-party cookies", every time users visit RDD, they will be prompted to accept cookies or to modify settings, in order to: not be tracked by your browser

11 - Time limit for keeping the data

Personal data related to the user accounts are retained until the user account is deleted or for the lifetime of RDD.

When a request for an account deletion is received, the account is deleted by RDD administrator.

Regarding the subscription to notification of publication from RDD, the subscriber can at any moment unsubscribe.

12 - Recipients of the data	The recipients of the personal data are:relevant Agency staff for the purpose of providing technical/business service;the designated contractor for the purpose of providing the necessary expertise in developing the IT tool (limited access in order to provide the service).
13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	None.
14 - How is data stored? What are the security measures implemented?	<p>The legislation provides for predefined rights that, duly taken into account and matched through the RDD application, ensure access to the information in a secure way. Therefore, by registration of its own data each user is able to access the information system and to manage data according to the related rights ensuring the appropriate level of security, in accordance with organizational and technical security measures of the Agency.</p> <p>In addition, information is stored in servers located in ERA’s premises, access only granted to authorized staff members. Regarding cookies, at every visit RDD prompts to accept cookies or to modify settings, in order to:</p> <ul style="list-style-type: none"> • not be tracked by user's browser (for analytics services, advertising networks, etc.) and/or • opt-out from analytics data collection (for further details read Web analytics privacy inMatomo).
15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice	Privacy notice on Agency website (https://www.era.europa.eu/content/data-protection) and cookies statement in the application homepage.
15a - Data subject rights	Right to have access; Right to rectify; Right to erase (“right to be forgotten”); Right to object
16 - Legal Basis	Commission Decision 2011/155/EC on the publication and management of the reference document; #Directive 2008/57/EC on the interoperability of the rail system within the Community;#64

17 - Lawfulness of processing	The processing is lawful under Art. 5(a) of Regulation EU 2018/1725 repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC: ((a) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body).
18 - Data minimisation	
19 - Accuracy	For data submission users provide the needed data.
20 - Access and other rights of persons whose data is processed	
21 - Special category data	None
22 - DPIA	
23 - Link to the Threshold assessment-Risks	
24 - Other related documents	