

<b>01 - Name of processing</b>	<b>Unified Communication Platform</b>
02 - Reference	53
03 - Submission Date	30-09-13
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	SKYPE FOR BUSINESS system processes personal data to:Guarantee the security (availability, integrity and confidentiality) of theSKYPE FOR BUSINESS system, in compliance with the Information Systems security provisions set up in the ERA-ED-DEC-638-2013 Use of the ERA ICT Owned resources.Ensure the quality of theSKYPE FOR BUSINESS service (in terms of network performance (packet dropped, packet delayed and jittering) and identify sessions issues/failures) Personal data may be processed:In theSKYPE FOR BUSINESS client and are available only in the local user environment;In theSKYPE FOR BUSINESS server and related log files.The use of Lync is under the terms of the EIGC#30 meeting decision.
10a - Data Subjects	Statutory staff members, experts, service providers, contractor, SNEs and trainees.
10b - Personal data	Concerning the data subjects: Name, surname, email address, business telephone number and presence information. Concerning the session:From user, To user, Invite Time, Response Time See enclosed report that lists the logged data.

11 - Time limit for keeping the data	All the data fields mentioned in 'Data fields of Data Subjects' section are kept for 60 days.
12 - Recipients of the data	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?	As per Electronic Information Security Policy Rules

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 2.1 Identity and Access Management", Rules 2.3 Electronic Communication Rules, Rules 2.4 E-mail Acceptable Use, Privacy Statement and Induction session.

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

EIGC meeting 15 (20/02/2012) - 3.4 Agenda Item #4 – 2012 Infrastructure Projects - PIRF [Decision]; #EIGC meeting 30 (25/10/2013) - Agenda Item #9 – Lync Deployment [Decision]; Rules 2.0 Use of the ERA ICT owned resources; Rules 2.1 Identity and Access Management; Rules 2.3 Electronic Communication Rules; Rules 2.4 E-mail Acceptable Use; ; Rules 4.1 Electronic Information Security; #77

17 - Lawfulness of processing

Article 5 a) of Regulation (EU) 2018/1725 The processing of personal data by LYNC and its implementation as part of the ERA IT infrastructure is necessary for the performance and the support of numerous tasks carried out by the Agency as mandated by its founding regulation.

18 - Data minimisation

Data needed to identify the persons using SKYPE FOR BUSINESS

19 - Accuracy

Data is retrieved automatically from the tool

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