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Recommendations on **e**-printers data processing

- 1** Ensure that the **contract** signed between the EUI (controller) and the e-printer company (processor) is in line with Article 29 of Regulation 2018/1725.
- 2** Provide data subjects with the necessary **information** (Articles 14 and 15 of Regulation 2018/1725) on how you will process their personal data before starting the data processing operation.
- 3** Ensure that the **maximum retention period** of printed, scanned and copied documents is 96 hours.
- 4** Perform a **security risk assessment** on the data processing operation and implement the appropriate technical and organisational measures based on it.
- 5** Ensure that future **updates in software or maintenance procedures** are in line with the rules and principles of Regulation 2018/1725 by having specific provisions on this matter in any contracts entered into with processors and sub-processors.
- 6** Make sure that the servers of the e-printers are part of the **risk assessment** and think of any additional risks regarding the potential use of cloud computing.
- 7** Secure the **authentication mechanism** in order to minimise the risk of unauthorised access to the documents.
- 8** Design the **personal data flow** in a way that minimises disclosure to the e-printer company.
- 9** Perform **periodic checks** in order to identify vulnerabilities and to ensure that the technical and organisational measures in place are still appropriate.
- 10** **When in doubt, consult the EDPS** about the specific terms and conditions of the data processing operation.

