

## EDPS record of processing activity

Record of EDPS activities processing personal data, based on Article 31 of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Nr.	Item	Description
		<b>Management of corporate mobile devices ad laptops</b>
1.	Last update of this record	<b>09-12-2018</b>
2.	Reference number	<b>24</b>
3.	Name and contact details of controller	<a href="#">European Data Protection Supervisor (EDPS)</a> <b>Postal address:</b> Rue Wiertz 60, B-1047 Brussels <b>Office address:</b> Rue Montoyer 30, B-1000 Brussels <b>Telephone:</b> +32 2 283 19 00 <b>Email:</b> <a href="mailto:edps@edps.europa.eu">edps@edps.europa.eu</a>  Responsible department or role: HRBA unit, <a href="mailto:edps-it@edps.europa.eu">edps-it@edps.europa.eu</a>  Contact form for enquiries on processing of personal data to be preferably used: <a href="https://edps.europa.eu/node/759">https://edps.europa.eu/node/759</a>
4.	Name and contact details of DPO	<a href="mailto:edps-dpo@edps.europa.eu">edps-dpo@edps.europa.eu</a>
5.	Name and contact details of joint controller (where applicable)	European Parliament (EP) - DG ITEC. Bruxelles - Brussels Rue Wiertz, Wiertzstraat

Nr.	Item	Description
		B-1047 Bruxelles Central Switchboard +32 / (0) 2 28 4 21 11 Contact for enquiries: EP DPO - <a href="http://www.europarl.europa.eu/at-your-service/en/stay-informed/data-protection">http://www.europarl.europa.eu/at-your-service/en/stay-informed/data-protection</a>
6.	Name and contact details of processor (where applicable)	
7.	Very short description and purpose of the processing	<p>The purpose of the processing operation is to provide mobile devices (tablets and mobile phones) and laptops to EDPS staff..</p> <p>Most of the staff member are entitled to ask to DG ITEC a personal laptop or a tablet that could be used for mission purposes and only Supervisors and managerial staff and few other staff members ( LISO, LSO fro Business continuity reasons) are entitled to use mobile phones and smartpones for service reasons.</p> <p>Data are provided to DG ITEC and in return the staff member receives either the telephone number or the inventory number of the laptop or tablet linked to the name of the person.</p> <p>EDPS staff officers in HRBA will receive a copy of the list of the devices given and will act as intermediary in case of necessity.</p> <p>For the processing of personal data carried out by EP services, on behalf of the EDPS, please refer to their records.</p> <p>For the procedures please refer to :</p> <p><a href="#">Rules on the European Parliament's allocation of mobile telephones and smartphones to officials</a>;</p> <p>Refer also to the <a href="#">general webpage of EP intranet</a> on support for mobile devices.</p>

Commented [AM1]: To update when the record is available

Nr.	Item	Description
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>All staff of the EDPS using a mobile device are obliged to provide the following data</p> <ul style="list-style-type: none"> <li>-Name, surname, position</li> <li>- type of contract that they have with the EDPS (official, CA, trainee, etc), to verify what mobile devices they may use and under what conditions.</li> <li>- Personal data of the staff within the mobile device insofar as undergoing possible backup and restore, upon staff request</li> </ul>
9.	Time limit for keeping the data	<p>Personal data will be kept as long as the staff member works for the institution. As soon as a staff member leaves the EDPS, <u>all his/her personal data will be removed without delay</u>.</p>
10.	Recipients of the data	<p>The recipients of the data are:</p> <ul style="list-style-type: none"> <li>- HRBA staff liasing with EP IT services</li> <li>- the European Parliament Services DG ITEC</li> </ul>
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
12.	General description of security measures, where possible.	<p>The security measures are those put in place for the management of the mobile devices and more in general IT services managed by the EP.</p> <p>For security advice to staff:</p> <p><a href="https://epintranet.in.ep.europa.eu/files/live/sites/epintranet/files/it-support/Working-from-outside-office/mobile-devices/mobile-up-security_en.pdf">https://epintranet.in.ep.europa.eu/files/live/sites/epintranet/files/it-support/Working-from-outside-office/mobile-devices/mobile-up-security_en.pdf</a></p>

Commented [AM2]: to verify

Nr.	Item	Description
		<p data-bbox="667 387 1480 416"><a href="https://itecnet.in.ep.europa.eu/home/ict-security/security-tips-for-all-users.html">https://itecnet.in.ep.europa.eu/home/ict-security/security-tips-for-all-users.html</a></p> <p data-bbox="667 429 1594 486"><a href="https://epintranet.in.ep.europa.eu/home/browse-as/it-support/it-security-data-protection/it-security-recommendations.html">https://epintranet.in.ep.europa.eu/home/browse-as/it-support/it-security-data-protection/it-security-recommendations.html</a>;</p>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	<p data-bbox="667 592 1010 620">&lt;Link to data protection notice&gt;</p> <p data-bbox="667 633 1641 662">Se also EP data protection notices: Protection of personal data in IT systems:</p> <p data-bbox="667 665 1594 722"><a href="https://epintranet.in.ep.europa.eu/home/browse-as/it-support/it-security-data-protection/it-protection-personal-data.html">https://epintranet.in.ep.europa.eu/home/browse-as/it-support/it-security-data-protection/it-protection-personal-data.html</a></p>

