

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
	MANAGEMENT OF PERSONAL DATA BREACHES NOTIFICATIONS FROM EU INSTITUTIONS (ART.34 OF THE REGULATION)	
1.	Last update of this record	06-12-2018
2.	Reference number	32
3.	Name and contact details of controller	European Data Protection Supervisor (EDPS) Postal address: Rue Wiertz 60, B-1047 Brussels Office address: Rue Montoyer 30, B-1000 Brussels Telephone: +32 2 283 19 00 Email: edps@edps.europa.eu Responsible department or role: IT POLICY: edps-it-policy@edps.europa.eu Functional mailbox for data breach notifications: data-breach-notification@edps.europa.eu Contact form for enquiries on processing of personal data to be preferably used: https://edps.europa.eu/node/759
4.	Name and contact details of DPO	edps-dpo@edps.europa.eu

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5.	Name and contact details of joint controller (where applicable)	Not applicable.
6.	Name and contact details of processor (where applicable)	Not applicable.
7.	Very short description and purpose of the processing	<p>According to article 34 of Regulation (EU) 2018/1725 every controller (i.e. EU institution) in case of a personal data breach has to notify the EDPS within 72 hours except specific conditions are met. The EU institution should at least provide the following information:</p> <ul style="list-style-type: none"> • a description of the nature of the breach; • the name and contact details of the data protection officer or other contact point; • a description of the likely consequences of the breach; and • a description of the measures taken or proposed to be taken by the controller to address the breach. <p>The EDPS will collect these notifications in a specific register</p> <p>The purpose of the Data Breach Notification register is to enable the EDPS to process all Personal Data Breach Notifications¹ from the EU institutions and verify that the EU institution acted in compliance with articles 34 and 35 of the Regulation.</p> <p>All the Data Breach Notifications and any additional information submitted by the controllers for all cases are processed in the Case Management System (CMS) of the EDPS in a structured and specific directory located for this purpose.</p> <p>A summary list of all Data Breach Notifications are also processed in a separate file.</p>
8.	Description of categories of persons	Any individuals whose personal data are processed by EU institutions might in theory be

¹ A specific form of a Personal Data Breach Notification is provided by the EDPS which is included in the end of the record.

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	whose data the EDPS processes and list of data categories	<p>affected by a personal data breach.</p> <p>A Data Breach Notification form includes the following personal data:</p> <ul style="list-style-type: none"> -Contact details of the responsible staff from the controller who notifies the personal data breach -Contact details of the responsible staff from the processor (if applicable) who notifies the personal data breach -Contact details of the Data Protection Officer of the controller - Other contact details of staff who were involved in the incident. -In some cases it might be necessary to process personal information of the individuals who were affected by the breach.
9.	Time limit for keeping the data	We keep personal data for five years after closure of the case. We may keep it for longer if circumstances such investigations, appeals are ongoing at the planned expiration date.
10.	Recipients of the data	- The Personal Data Breach Register of the EDPS is not public. Only the EDPS staff tasked with Personal Data Breaches may have access to the data.
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>Personal Data Breach Notifications are transmitted to the EDPS through a form on the EDPS websites and secured both in transit (SSL protocol) and at rest and accessed on a need-to-know basis.</p> <p>Notifications sent to the functional mailbox have to contain an encrypted notification form.</p>
13.	For more information, including how to exercise your rights to access,	

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	rectification, object and data portability (where applicable), see the data protection notice:	https://edps.europa.eu/sites/default/files/publication/18-12-07_data_protection_notice_data_breach_web_form_en.pdf