



Record of processing activity No 22 – Business Continuity Management

Title	Business Continuity Management
Name and contact details of controller	ECCC, Corporate Services Unit, HR (hr [at] eccc.europa.eu)
Name and contact details of DPO	data-protection [at] eccc.europa.eu
Name and contact details of Joint Controller	N/A
Name and contact details of processor	N/A
Purpose of the processing	The ECCC collects and uses personal information to enable the Agency to respond to crises and operational disruptions affecting the normal functioning of the Center, by using the personal contact details of staff for communication purposes.
Description of data subjects	The data subjects are: <ul style="list-style-type: none"> • ECCC staff members (temporary agents, contract agents, SNEs, etc), interims and trainees. • Individuals who act as relevant contact persons from organizations that may provide support to the ECCC during an incident; such organizations include the University Campus security, Local Law Enforcement and authorities etc.
Description of data categories	<ul style="list-style-type: none"> • Names, surnames, professional phone numbers, professional e-mails, office numbers, personal mobile phone numbers.
Time limits (for the erasure of data)	Personal data will be kept as long as the staff member is a member of the ECCC or are nominated as contact persons from organizations that may provide support to the ECCC. After a staff member leaves the Center or is no longer nominated, his/her personal data will be removed from lists and from the BCP.
Data recipients	The Business Continuity Plan and annexes, are published on the ECCC's Intranet and thus available to all Centre's staff. For specific ECCC contact points, data may also be shared with external entities or authorities.
Transfers to third countries	No transfer of data outside the EU/ EEA is foreseen.

Security measures – General description	General security policy and technical/organisational measures applicable to ECCC’s IT systems
Privacy statement	A privacy notice is available to all ECCC staff members in ECCC intranet.