

EMCDDA Personal Data Protection Record on MEDICAL FILES

Nr.	Item	
Header - versioning and reference numbers (recommendation: publicly available)		
1.	Last update of this record	28 May 2019
2.	Reference number:	DPO-004
Part 1 - Article 31 Record (recommendation: publicly available)		
3.	Name and contact details of controller	Controller: EMCDDA Praça Europa 1, 1249-289 Lisboa, Portugal Contact: Mr Dante Storti Head of ADM unit EMCDDA-HR@emcdda.europa.eu
4.	Name and contact details of DPO	Mr. Ignacio Vázquez Moliní, DPO, EMCDDA dpo@emcdda.europa.eu
5.	Name and contact details of joint controller (where applicable)	N.A
6.	Name and contact details of processor (where applicable)	Mr Gregor Brukhart, Medical Advisor
7.	Purpose of the processing	The purpose of the processing is exclusively the annual medical check-up of the EMCDDA staff or the pre-employment medical visit.
8.	Description of categories of persons whose data EMCDDA processes and list of data categories	Health related data of EMCDDA staff members.
9.	Time limit for keeping the data	Data will be stored in the EMCDDA files for fifteen years after termination of service.
10.	Recipients of the data	The recipients of the data are: the medical company carrying out the medical exams and the medical visit, and the EMCDDA medical officer.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	All recipients of the data are reminded of their obligation not to use the data received for any further/other purpose than the one for which they were transmitted.
12.	General description of security measures, where possible.	Data will be stored in the EMCDDA files.

13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<i>Regulation (EU) 2018/1725</i> safeguards your right to access your data and to require the Controller ^[1] to rectify without delay any inaccurate or incomplete personal data. You also have the right to require the Controller to erase data if the processing is unlawful. For this, you need to contact the EMCDDA's Human Resources Management Sector in writing to: EMCDDA-HR@emcdda.europa.eu
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