

EMCDDA Personal Data Protection Record on:

Telecommunications invoice processing

Nr.	Item	
Header - versioning and reference numbers (recommendation: publicly available)		
1.	Last update of this record	26-Feb-20
2.	Reference number:	DPO-009
Part 1 - Article 31 Record (recommendation: publicly available)		
3.	Name and contact details of controller	Controller: EMCDDA, Praça Europa 1, Lisboa, Portugal Contact: Mr. Pedro Ribeiro, Head of ICT unit, EMCDDA ICT-HOU@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)	N.A.
7.	Purpose of the processing	The processing relates to the EMCDDA monthly telecommunications invoices, and aims to detect individual, fixed and mobile, voice and data consumptions above the established monthly threshold.
8.	Description of categories of persons whose data EMCDDA processes and list of data categories	Categories of persons whose data EMCDDA processes: Officials, temporary agents, contract agents, Seconded National Experts (SNEs), interims, trainees or others. The categories of personal data dealt with during any call for this EMCDDA record are the following: Identification details: Assigned staff phone number, origin and destination phone numbers (including country information), call duration, voice/sms/data consumption, date and time.
9.	Time limit for keeping the data	Digital and, if applicable, printed data will be stored as EMCDDA's records. The invoices and other financial documents are kept for the period required by the EU Financial Regulation.
10.	Recipients of the data	The processing is performed by the telecommunications contract administrator.
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.	The detailed invoices are kept in the EMCDDA Accountant registry
13.	For more information, including how to exercise your rights to	Privacy statement

	access, rectification, object and data portability (where applicable), see the privacy statement:	
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