

EMCDDA Personal Data Protection Record on:
Identity and access management (IAM)

Nr.	Item	
Header - versioning and reference numbers (recommendation: publicly available)		
1.	Last update of this record	26-Feb-20
2.	Reference number:	DPO-010
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	IAM directories and databases are used to support the implementation of authentication and authorization controls to the EMCDDA digital information and infrastructure resources.
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, extranet users or others. The categories of personal data dealt with during any call for this EMCDDA record are the following: Identification details: name, surname, office number, phone number(s), group membership, user unique reference (UUID), e-mail address, home administration (including the following contact details: address, phone number, fax number), roles and privileges relating to applications, password hashes, preferences (e.g. "local" preferences, such as country, language)
9.	Time limit for keeping the data	Digital and, if applicable, printed data will be stored in the EMCDDA's systems and databases as follows: Data is kept for as long as the access rights are active, accounts being reviewed on a regular basis.
10.	Recipients of the data	The recipients of the data are: EMCDDA ICT designated system and network administrators and external consultants assisting them within the EMCDDA premises
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 data collected is stored on digital systems and databases on designated EMCDDA equipment. The systems and networks involved are protected by regular security controls and privileged account access controls

13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	Privacy statement
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