

**EMCDDA Personal Data Protection Record on:**  
Stakeholders' relationship management system (SRIS)

Nr.	Item	
<b>Header - versioning and reference numbers (recommendation: publicly available)</b>		
1.	Last update of this record	26-Feb-20
2.	Reference number:	DPO-011
<b>Part 1 - Article 31 Record (recommendation: publicly available)</b>		
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	SRIS is the registrar of all the stakeholders' identities and information related to the working relationship they entertain with the EMCDDA.  Each stakeholder registered in the system must have given at some point to the EMCDDA, its explicit consent, which will be recorded, for its personal data to be included in the system and used for the specific processing requested by the EMCDDA.
8.	Description of categories of persons whose data EMCDDA processes and list of data categories	Persons external to the EMCDDA who have an active account within one or more of the agency's information systems, and have expressed interested in receiving communications from the EMCDDA on new services, products, events and other EMCDDA related activities.  The categories of personal data dealt with during any call for this EMCDDA record are the following: Identification details: name, surname, e-mail address, user id, home administration (including the following contact details: address, phone number, fax number) Other type of data: nature and record of the consent provided, and case data relating to the relationship entertained
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: The stakeholder record will be kept for as long as the stakeholder is accredited by the EMCDDA and the individual right to withdraw the consent has not been exercised.
10.	Recipients of the data	The recipients of the data are: Data will be processed by EMCDDA staff accredited in the system, with different levels of access depending on their roles.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with	NO

	which safeguards?	
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