

### EMCDDA Personal Data Protection Record on Galp Frota' cards

Nr.	Item	
<b>Header - versioning and reference numbers (recommendation: publicly available)</b>		
1.	Last update of this record	28/05/2019
2.	Reference number:	DPO-017
<b>Part 1 - Article 31 Record (recommendation: publicly available)</b>		
3.	Name and contact details of controller	Controller: EMCDDA Praça Europa 1, 1249-289 Lisboa, Portugal Contact: Mr Dante Storti Head of ADM unit <a href="mailto:EMCDDA-HR@emcdda.europa.eu">EMCDDA-HR@emcdda.europa.eu</a>
4.	Name and contact details of DPO	Mr. Ignacio Vázquez Moliní, DPO, EMCDDA <a href="mailto:dpo@emcdda.europa.eu">dpo@emcdda.europa.eu</a>
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 purpose of the processing is to facilitate and centralising the issuing of a petrol credit card to staff and the creation of individual accounts to allow the EMCDDA staff to purchase tax free petrol in Portugal .
8.	Description of categories of persons whose data EMCDDA processes and list of data categories	Name, private address, ID card number, special series car plate number, Galp card number and the staff member's bank account number.
9.	Time limit for keeping the data	The data is kept for five years after the issuing of the invoice.
10.	Recipients of the data	The recipients of the data are: The EMCDDA HRMS, the Controller, the Galp Frota staff.
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 in the framework of the 'Galp Frota' cards can only be accessed by designated EMCDDA staff working for the Human Resources Management Sector, and by the Controller. The data is stored on paper files in the Human Resources Management Sector's offices in locked cabinets.

		Any electronic data will be stored in folders accessible exclusively by Human Resources staff.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<a href="http://home.emcdda.europa.eu/html.cfm/index77240EN.html">http://home.emcdda.europa.eu/html.cfm/index77240EN.html</a>