

**EMCDDA Personal Data Protection Record on registration of the EMCDDA staff under special Identification card with the Protocol Service of the Portuguese Ministry of Foreign Affairs**

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-022
<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 centralise the registration with a special diplomatic identification card in Portugal for the EMCDDA staff members' and their household.
8.	Description of categories of persons whose data EMCDDA processes and list of data categories	Name, nationality, ID Number, administrative status, FG and grade, address.
9.	Time limit for keeping the data	The data is kept for five years after the departure of the concerned staff member and his/her household.
10.	Recipients of the data	The recipients of the data are: The EMCDDA HRMS, the Controller, the Protocol department of the Portuguese Ministry of Foreign Affairs and the Portuguese customs authorities.
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 can only be accessed by designated EMCDDA staff working for the Human Resources Management Sector and by the EMCDDA Controller. The data is stored on paper files in the Human Resources Management Sector's offices in locked cabinets.
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/index74153EN.html">http://home.emcdda.europa.eu/html.cfm/index74153EN.html</a>