EDPS record of processing activity

Nr.	Item	Description
		Management of corporate mobile devices ad laptops
1.	Last update of this record	**05-04-2022**
2.	Reference number	**25**
	Part 1 - Article 31 Record (specific legal obligation to publish – see Article 31(5)) < row to be deleted when filled in>	
3.	Name and contact details of controller	European Data Protection Supervisor (EDPS) **Postal address**: Rue Wiertz 60, B-1047 Brussels **Office address**: Rue Montoyer 30, B-1000 Brussels **Telephone:** +32 2 283 19 00 **Email:** edps@edps.europa.eu Responsible department or role: Human Resources, Budget, Administration (HRBA) Unit and Technology and Privacy Unit Contact us: edps-it@edps.europa.eu For more information on the EDPS please consult our website: https://edps.europa.eu. Contact form for enquiries on processing of personal data to be preferably used: https://edps.europa.eu/node/759
4.	Name and contact details of DPO	dpo@edps.europa.eu
5.	Name and contact details of joint controller (where applicable)	

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6.	Name and contact details of processor (where applicable)	European Parliament (EP) - DG ITEC. Bruxelles - Brussels Rue Wiertz, Wiertzstraat B-1047 Bruxelles Central Switchboard +32 / (0) 2 28 4 21 11 Contact for enquiries: EP DPO - http://www.europarl.europa.eu/at-your-service/en/stay-informed/data-protection
7.	Very short description and purpose of the processing	The purpose of the processing operation is to provide mobile devices (tablets and mobile phones/smartphones) and laptops to EDPS staff for work related purposes. All staff members are assigned a personal laptop or hybrid laptop upon entry into service, to be used as the primary IT tool for accessing the EDPS IT working environment (e.g. e-mail, documents, Case Management System (CMS), the Intranet, etc). For specific use cases such as going on mission, most of the staff member are entitled to ask to DG ITEC a tablet. Only the Supervisor, the managerial staff and few other staff members (such as the LISO and the LSO) are entitled to use mobile phones and smartphones for service reasons (for example, for business continuity reasons). The EP's DG ITEC provides to the EDPS staff member the device that is identified in the inventory (number linked to the name of the person). EDPS IT Support Agent and staff HRBA will receive a copy of the list of the devices given. For the processing of personal data carried out by EP services, on behalf of the EDPS, please refer to the EP's records:

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		- DG ITEC ICT infrastructure provision and supervision operations related to European Parliament's ICT equipment, networks and systems (running on DG ITEC ICT infrastructure) - Mobile Device Management - DG ITEC backup operations on European Parliament's ICT equipment, networks and systems (running on DG ITEC ICT infrastructure) - DG ITEC helpdesk ticketing system - EPSD For more information on the applicable procedures, please refer to the Rules on the European Parliament's allocation of mobile telephones and smartphones to officials and to the general webpage of EP intranet.
8.	Description of categories of persons whose data the EDPS processes and list of data categories	The following personal data of EDPS staff using a device provided by the EDPS for work related purposes are being processed in this context: • Name, job title • Type of contract (official, contractual, trainee, etc.) • In the case of a mobile device (tablet or mobile phone/smartphone), personal data of the staff processed within the mobile device in the context of a data backup and restore, upon staff request
9.	Time limit for keeping the data	Personal data will be kept as long as the staff member works for the EDPS. As soon as a staff member leaves the EDPS, all his/her personal data will be removed without delay. More specifically, in accordance with the Record on Mobile Device Management, regarding data in EP's mobile devices, user information are kept in the EP Mobile Device Management Platform (EP MDM) as long as the user account is active in the EP Active Directory (corporate IT account directory), and then automatically deleted after this period.

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		Furthermore, device data, work apps data and diagnostic data are kept as long as the device is registered (enrolled) in the EP MDM. When the device is un-enrolled from the MDM the respective data is deleted from the MDM by a clean-up performed once per week.
		In accordance with the Records on DG ITEC ICT infrastructure provision and supervision operations related to European Parliament's ICT equipment, networks and systems (running on DG ITEC ICT infrastructure) and DG ITEC backup operations on European Parliament's ICT equipment, networks and systems (running on DG ITEC ICT infrastructure), regarding backup data, as electronic files stored on EP's ICT equipment, networks and systems running on DG ITEC ICT infrastructure, log files and backup data are kept in the backup system (managed by DG ITEC) until 1 year (from the creation of the backup) on the storage space dedicated to backups. Backups take place every day and are automatically executed.
10.	Recipients of the data	Personal data could be accessed, on a strict need-to-know basis and depending on particular situations, by the EDPS IT Support Agent, the HRBA relevant official and his/her back up. The European Parliament's DG ITEC could access also certain personal data in the context of the IT support service provided to the EDPS.
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 security measures are those put in place for the management of the mobile devices and more specifically the one implemented by the EP's IT services. For security advice to staff: - Security considerations for your mobile device by DG ITEC - Security tips for all users by DG ITEC - IT security recommendations by EP

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13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	DPN is published on the EDPS intranet See also EP data protection notices: Protection of personal data in IT systems: https://epintranet.in.ep.europa.eu/home/browse-as/it-support/it-security-data-protection/it-protection-personal-data.html