



EMA/460871/2019

## Records of data processing activity for managing the loaning of Information Centre material (public)

1.	Last update of this record, version number:	2 March 2020, version 1
2.	Reference number:	S7
3.	Name and contact details of controller:	European Medicines Agency Internally: Head of Division Stakeholders and Communication <a href="mailto:S-DataController@ema.europa.eu">S-DataController@ema.europa.eu</a>
4.	Name and contact details of DPO:	<a href="mailto:dataprotection@ema.europa.eu">dataprotection@ema.europa.eu</a>
5.	Name and contact details of joint controller (where applicable)	Not applicable
6.	Name and contact details of processor (where applicable)	Not applicable
7.	Purpose of the processing	The data is processed in order for EMA staff members, delegates and other experts to be registered in the Information Centre's integrated library software and allowing them to use the Information Centre's loaning services and to access the online catalogue's personal interface.
8.	Description of categories of persons whose data EMA processes and list of data categories	Temporary Agents and Contract Agents Seconded National Experts Trainees Interim workers Visiting experts Delegates Contractors Types of data processed: <ul style="list-style-type: none"><li>• Basic personal information, i.e. surname, first name</li><li>• Type of contract and duration of contract</li></ul>

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		<ul style="list-style-type: none"> <li>If applicable EMA username and email address. For other users (e.g. visiting experts, delegates, contractors) any other email address provided by the user</li> </ul>
9.	Time limit for keeping the data	<p>The data is deleted when the staff member's contract ends and leaves the Agency. The deletion is performed manually by InfoCentre staff, as part of processing the leaving checklist received from Staff Support. The data is only kept if the staff member has not returned loaned documents before the end of his/her contract. In this case the InfoCentre liaises with Staff Support to contact the staff member and resolve the issue. The data is kept until the issue is resolved or not beyond one year, whichever comes first.</p> <p>In the case of visiting experts, delegates or contractors, the data is deleted after a maximum of 1 year from the last request for services from the Information Centre. The deletion is performed manually by Information Centre staff.</p>
10.	Recipients of the data	Information Centre staff is authorised to enter and process personal data of staff members in the integrated library software to manage loaning of Information Centre material. No other staff members can access the software and its data.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	Not applicable
12.	General description of security measures, where possible.	<p>The Agency has put in place appropriate technical and organisational measures (security policies and procedures) to protect personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to your personal data. The Agency takes all the necessary measures to ensure the maximum safety and security of personal data held.</p> <p>The integrated library software is based on a Microsoft Access database. Only Information Centre staff can request access to the integrated library software which is available after logging in to the operating system using credentials.</p> <p>No hard copies of user records are created.</p>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<p>Details concerning the processing of your personal data are available on the Agency's website at: <a href="https://www.ema.europa.eu/en/about-us/legal/general-privacystatement">https://www.ema.europa.eu/en/about-us/legal/general-privacystatement</a>, where you may find the EMA General Privacy Statement as well as the privacy statements on specific data processing operations.</p>