

**EMCDDA Personal Data Protection Record on
Trusted Meetings Service**

Part 1 - mandatory records under Article 31 of the new rules (publicly available)

Nr.	Item	
Header - versioning and reference numbers (recommendation: publicly available)		
1.	Last update of this record	20-01-2022
2.	Reference number:	DPO-048
Part 1 - Article 31 Record		
3.	Name and contact details of controller	Controller: EMCDDA Praça Europa 1, 1249-289 Lisboa, Portugal Contact: Pedro Duarte Ribeiro Head of ICT unit 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)	NOS Comunicações SA
7.	Purpose of the processing	The EMCDDA implements the Trusted Meetings Service to provide the capacity to run SENSITIVE meetings ,according with Regulation (EC) No 1920/2006 on the European Monitoring Centre for Drugs and Drug Addiction and the Information Systems Security Policy (ISSP) DEC/DIR/2019/009.
8.	Description of categories of persons whose data EMCDDA processes and list of data categories	Categories of persons: EMCDDA staff members; The categories of personal data processed and stored in the platform: <ul style="list-style-type: none"> • First name; • Last name; • Email address; Video and audio streams of the meeting <i>participants (only live streams as the system does not comprise a recording function)</i> <i>Accessible by system administrators:</i> <ul style="list-style-type: none"> • IP addresses of the users (for security reasons); • timestamp of any actions done by the user (

9.	Time limit for keeping the data	The video/audio streams are live and only existing during the meeting. The remaining information mentioned only kept for malfunction and service performance analysis, for a period of maximum six months
10.	Recipients of the data	System administrators
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No transfers of personal data are in scope of this service
12.	General description of security measures, where possible.	<p>The purpose of the processing is exclusively to perform the system administration tasks required for the proper functioning of the service and system.</p> <p>The EMCDDA keeps full technical control to the access networks to the system, residing in NOS data centre and connected by a private, dedicated fibre-based network. Also, the access to that cabinet is only granted upon EMCDDA approval. There is no direct internet access through NOS networks, to access the system. All traffic, including for administrators, going through the EMCDDA firewalls and internet connection.</p> <p>Two NOS Comunicações SA named administrators, and the EMCDDA ICT Operations team, manage the system. The external administrators do not have a permanent connection to the system and need to request the ICT Service Desk for access in order to perform any maintenance or support actions.</p> <p>The system does not include a recording functionality and the logs containing information on the meeting participants regularly erased, never kept for more than six months.</p>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	See: insert link, please . It has to be published at the Records webpage .