

EMCDDA Personal Data Protection Record on HumHub

Nr.	Item	
Header - versioning and reference numbers (recommendation: publicly available)		
1.	Last update of this record	24 May 2021
2.	Reference number:	DPO-045
Part 1 - Article 31 Record (recommendation: publicly available)		
3.	Name and contact details of controller	Controller: EMCDDA, Praça Europa 1, Lisboa, Portugal Contact: Ms Rosemary Martin de Sousa, Head of Communication unit, EMCDDA; ECID project owner ECID@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)	
6.	Name and contact details of processor (where applicable)	
7.	Purpose of the processing	The purpose of the processing is the functioning of the HumHub platform for Intranets and Extranets, internally among EMCDDA staff, and with external partners and stakeholders.
8.	Description of categories of persons whose data EMCDDA processes and list of data categories	Categories of persons: EMCDDA staff, and registered Extranet users The categories of personal data dealt with during any call for this EMCDDA record are the following: <ol style="list-style-type: none"> 1. Accessible by authenticated users <ul style="list-style-type: none"> • Surname • Given name • and (voluntary data provided by the user) - a profile picture 2. Possibly accessible by authenticated users <ul style="list-style-type: none"> • voluntary data provided by the user, like gender, street, city, country, birthday, phone numbers, Country, identities on social networks. Visibility/availability of these fields is configurable by each user for his or her own data, and both the data as the visibility can be changed at any moment. 3. Other data that may be accessible by authenticated users <ul style="list-style-type: none"> • There could be additional photos exchanged that include people 4. Accessible by system administrators <ul style="list-style-type: none"> • Email address (as needed for notifications or login) • IP address (automatically collected)
9.	Time limit for keeping the data	Electronic data will be stored in the EMCDDA's files as follows: <ul style="list-style-type: none"> - Basic user account information is kept for the duration of the user's rights to access the system; He/she can decide to delete everything beyond that. Username may be kept beyond for associated information that users created or commented on as long as the system exists - IP addresses are kept in log files and log data for technical support only and for matters of access statistics,

10.	Recipients of the data	The recipients of the data are: <ul style="list-style-type: none"> All EMCDDA and system users
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.	<p>The data collected is stored in electronic format on designated EMCDDA equipment. Users have to be actively registered by the EMCDDA as users (no self-registration or ad-hoc user creation by team members). User access is limited to the EMCDDA network or (from 1 June 2021) with two-factor authentication.</p> <p>Access rights are defined by each team for documents of a specific process</p> <p>A penetration test was contracted and carried out to ensure security and provide guidance on system hardening.</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>Privacy statement (user needs to accept to go on)</p> <ul style="list-style-type: none"> https://humhub.emcdda.europa.eu/legal/page/view?pageKey=privacy <p>Terms of use (user needs to accept to go on)</p> <ul style="list-style-type: none"> https://humhub.emcdda.europa.eu/legal/page/view?pageKey=terms