

EMCDDA Personal Data Protection Record on the ESCAPE platform

Nr.	Item	
Header - versioning and reference numbers (recommendation: publicly available)		
1.	Last update of this record	21 September 2021
2.	Reference number:	DPO-049
Part 1 - Article 31 Record (recommendation: publicly available)		
3.	Name and contact details of controller	Controller: EMCDDA, Praça Europa 1, Lisboa, Portugal Contact: Jane Mounteney, Head of Public Health unit, EMCDDA; ECID project owner ECID@emcdda.europa.eu
4.	Name and contact details of DPO	Mr. Ignacio Vázquez Molini, 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 ESCAPE platform, internally among EMCDDA staff, and with external partners and stakeholders of the ESCAPE network.
8.	Description of categories of persons whose data EMCDDA processes and list of data categories	Categories of persons: EMCDDA staff and members of the ESCAPE network 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 • City/country • Institution • Email address 2. Possibly accessible by authenticated users <ul style="list-style-type: none"> • Voluntary data provided by the user like address, phone numbers. 3. Accessible by system administrators <ul style="list-style-type: none"> • 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"> • EMCDDA staff and ESCAPE network members
11.	Are there any transfers of personal data to third countries or international organisations? If	NO

	so, to which ones and with which safeguards?	
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 and the ESCAPE network or (from September 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 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://www.emcdda.europa.eu/drugs-library/emcdda-personal-data-protection-record-escape-platform-dpo-049_en