

I. RECORD OF PERSONAL DATA PROCESSING OPERATION (Article 31 of Regulation (EU) No. 2018/1725)

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| 1. | Name of the processing operation | Electronic communication monitoring |
| 2. | Reference number/Issue | ETF-DPR-19/Issue 1 |
| 3. | Date | 18/12/2018 |
| 4. | Buisness owner | Michael Reiner ICT Team Leader michael.reiner@etf.europa.eu |
| 5. | Controller | Cesare Onestini Director of the ETF Cesare.Onestini@etf.europa.eu |
| 6. | Joint controller(s) | Not applicable |
| 7. | Processor(s) | Not applicable |
| 8. | Data protection officer | Tiziana Ciccarone / Laurens Rijken DataProtectionOfficer@etf.europa.eu |
| 9. | Purpose of the processing | Real time monitoring in Firewall to ensure highest ICT security level for ETF ICT infrastructure, the virtual desktops and devices connected. The latter include private devices connected to the ETF wifi network, and also devices used by staff outside the ETF, when using remote access to the virtual desktop and email. |
| 10. | Legal basis for the processing | Electronic Communication policy, adopted by MT 29.7.2008 |
| 11. | Categories of data subjects | ETF staff, SNEs, interim workers, trainees. |
| 12. | Categories of personal data | <ul style="list-style-type: none"> Normal monitoring: Date, Time, IP address source, IP address destination, application used. In case of investigation of security incidents (with identified need to know): indirect matching of IP address to virtual desktop session and related ETF staff member may occur |
| 13. | Time limits for keeping of data | Firewall keeps about 50 days of traffic logs (automatically overwritten oldest entries) |
| 14. | Categories of ETF recipients of data | Designed members of ICT Team |
| 15. | Categories of external recipients of data | In case of security investigation, ETF may transfer monitoring logs to external experts (in particular, CERT-EU) |
| 16. | Transfers of data to third country or international organisation | Not applicable |
| 17. | Technical and organisational security measures | Details not disclosed |
| 18. | Information to the data subject | Provided in the privacy statement |