

Reference ETF-DPR-78

Issued April 2024

Secure European Centralized Address Books & Certificates service (SECABC)

Key information

Controller

The Director of the ETF (director@etf.europa.eu)

Joint Controllers

DG DIGIT is responsible for:

- The development, operation, administration and maintenance of the SECABC platform

Participating EU institutions, bodies and agencies (EUIBAs) are responsible for:

- The processing (managing, storing, etc.) of the address book data and secure email certificates made available via the SECABC platform;
- Keeping the personal data included in the address book and/or certificates of other EUIs secure;
- Handling security incidents/personal data breaches

Business owner

Head of Strategic Development Unit of the ETF

Data protection officer

DataProtectionOfficer@etf.europa.eu

Purpose of the processing

The purpose of processing is to *[write the purpose]*.

Legal basis *(if applicable)*

The legal basis for the processing operations of personal data is:

- *Decision 2004/387/EC of the European Parliament and of the Council regarding the IDABC programme, in particular Annex II, section B. Infrastructure Services*

Personal data

Personal data concerned, for exchanging or storing the address book and email certificates are:

- *name, email, business phone number, gender code, location, department, institution*

Recipients of the personal data

For the purpose detailed above, access to personal data is provided to the following processing entities:

- *Staff of the other participating EUIBAs which ETF decides to share data with via the SECABC platform*
- *Technical staff of the European Commission (for development, operation, and maintenance of the SECABC platform)*
- *Technical staff of the ETF - eServices@etf.europa.eu*
- *Technical staff of other participating EUIBAs*

Privacy and security safeguards

The SECABC Platform can be accessed and used by the EUIBAs that fulfil the following pre-requisites:

- Accounts in EU Login
- Access to TESTA Network
- Own an e-mail system and an M365 Tenant

Transfer to third countries/international organisations

No international data transfers take place for this processing operation

Further information

Data retention

Personal data will be stored for as long as a person is staff member of the ETF, and for as long as ETF is participating to the SECABC Platform.

Each participating EUIBA can withdraw its authorisation of other participating EUIBAs to receive shared data at any time. Upon withdrawal of authorisation, the receiving Participating EUIBA will delete any received data within one month.

Right of access, rectification or erasure, restriction, objection

Any request to access, rectify or erase personal data, or to restrict or object to the processing of personal data shall be addressed in writing to the ETF SECABC manager in the SDU Digital Solutions Team, eServices@etf.europa.eu, giving details of the request.

Right to lodge complaint

Data subjects can at any time lodge a complaint on the processing of their personal data to the ETF Data Protection Officer (DataProtectionOfficer@etf.europa.eu) or to the European Data Protection Supervisor (edps@edps.europa.eu).