

RECORD NO: 64

PROJECT MANAGEMENT

Record 64 of processing operation “Project management”

Date of last update	29/3/2022
Name and contact details of controller	ENISA, Executive Director's Office (for the overall management); each Head of Unit is responsible for project management in his/her own area.
Name and contact details of DPO	dataprotection [at] enisa.europa.eu
Name and contact details of Joint Controller	
Name and contact details of processor	Microsoft, in particular Microsoft Project for the Web tool that is used for project management. The tool is provided to ENISA via an inter-institutional framework contract between the European Commission and Microsoft. Microsoft has provided written confirmation to ENISA that the specific service will be in the list of Core Online Services, covered by the Data Processing Agreement (between Commission and Microsoft) as part of the said framework contract.
Purpose of the processing	To provide harmonised guidelines and subsequent technical tool for project management across the Agency. The guidelines/tool will be applied for all types of projects (operationa/corporate).
Description of data subjects	ENISA staff members
Description of data categories	<ol style="list-style-type: none"> 1. Personal data related to project management:Emails, names and surnames, units / team and activities assigned to them as staff members. 2. Microsoft service generated data; produced upon the use of Microsoft Project for the Web tool (necessary for the provision of the service by Microsoft). <p>Microsoft diagnostic data (for Microsoft Project for the Web) will be globally deactivated by ENISA</p>
Time limits (for the erasure of data)	<p>ENISA will retain the data for 2 years in order to use them for provision of the Annual Activity Report of the Agency.</p> <p>The processor (Microsoft) will maintain the data for as long as is necessary for the provision of the service, in accordance with applicable data protection clauses.</p>
Data recipients	Activity managers and staff members assigned to a particular activity and designated processors and sub processors (to the extent that this is necessary for the provision of the service).
Transfers to third countries	<p>All personal data related to project management will be located in Microsoft servers within the European Union.</p> <p>Microsoft service generated data will be stored and processed by Microsoft in US in pseudonymised form.</p> <p>All transfers of personal data outside the EU will be based on the European Commission's Standard Contractual Clauses (SSCs), in line with the latest version</p>





	of the DPA signed between the European Commission and Microsoft (as part of the inter-institutional framework contract that is used by ENISA for the service).
Security measures - General description	Security measures applied by the processor for the cloud service (Microsoft Project for the Web).
Privacy statement	Provided to all ENISA staff members that are using the tool

