RECORD NO: 45

CIRCA-BC DOCUMENT MANAGEMENT PLATFORM

Record 45 of processing operation "CIRCA-BC Document management platform"	
Date of last update	24/09/2024
Name and contact details of controller	ENISA, Corporate Support Services (CSS) and Market, Certification& Standardization Unit (MCS). Other ENISA units may use the system for own purpose with responsibility of relevant Head of Unit.
Name and contact details of DPO	dataprotection [at] enisa.europa.eu
Name and contact details of Joint Controller	N/A. Note that EU-login (ECAS account), used for identification/authentication to the platform, is provided by European Commission (DIGIT) directly (who acts as data controller to this end). Contact:DIGIT-CIRCABC-SUPPORT@ec.europa.eu, https://cermit.enisa.europa.eu/ui/help/legal-notice
Name and contact details of processor	Unit of DIGIT.A3, Directorate- General for Informatics (DIGIT) of the European Commission, that provides the platform and relevant technical support. An SLA is in place beween ENISA and DIGIT for this reason. In addition, in terms of internal maintenance, the MCS Unit is considered as owner of the platform and supports internal use by different units.
Purpose of the processing	The purpose of the processing operation is to: a) support document and case management for Corporate Support Services at ENISA; b) facilitate the design of candidate cybersecurity certification schemes by ENISA (as per article 20(4) and 49(4) of Regulation 2019/881) through exchange of information and co-operation between the members of ENISA's ad hoc working groups involved in the design of cybersecurity certification schemes; c) CIRCA-BC (Cermit) may be used as collaboration platfoms also for other ENISA ad hoc working groups (aside certification) and other ENISA projects.
Description of data subjects	ENISA staff members or other individuals or appointed members whose personal data are processed in the context of ENISA data processing activities. ENISA ad-hoc working group members, ENISA staff involved in the design of cybersecurity certification schemes or in the operation of ENISA ad hoc working groups. European Commission staff involved in the design of cybersecurity certification schemes or in the operation of ENISA ad hoc working groups, ENISA staff, third parties collaborating with ENISA on relevant projects.
Description of data categories	For the users of the platform: First name, last Name, email, ECAS username, title, organisation, phone, postal address, description, fax, URL address, language preferences. Personal data included in relevant case files of Corporate Support Services

	Information exchanged in the context of cybersecurity certification ad-hoc working groups (or other ad hoc working groups) are of strictly professional nature and is not expected to include any personal data of the platform's users.
Time limits (for the erasure of data)	Personal data will be kept in the platform for as long as the relevant ENISA case files/ad-hoc working groups/projects are active.
	ECAs accounts are active as long as a user is active in the Commission's system (see also record for "IT management and administration"). Any personal data can be removed from CIRCA-BC upon request.
Data recipients	ENISA staff members involved in the operation of the platform (case files/ad-hoc working groups/projects), Administrators of the CIRCA-BC platform (DIGIT and ENISA staff).
	All members of an ENISA ad-hoc working group have access to contact details of the other members of the same group.
	The data may also be available to EU bodies charged with monitoring or inspection tasks in application of EU law (e.g. internal audits, European Anti-fraud Office – OLAF).
Transfers to third countries	No transfers outside EU/EEA are foreseen.
Security measures - General description	Security measures that apply to DIGIT's CIRCA BC platform. Additional, strong two-factor authentication required by members of the CIRCA-BC platform to access its content.
Privacy statement	Specific privacy statement per processing activity (where the use of the CIRAC-BC platform is also mentioned).