

COLLABORATION PLATFORM

Record of processing activity	
Title	Collaboration Platform
Name and contact details of controller	ENISA, Corporate Support Services, it@enisa.europa.eu
Name and contact details of DPO	dataprotection@enisa.europa.eu
Name and contact details of Joint Controller	N/A
Name and contact details of processor	Microsoft, Sharepoint Online and One Drive for Business (part of Microsoft Office 365 suite), only for the external collaboration platform, provided via relevant EC DG DIGIT Framework Contract. In addition, external contractors may be involved in the maintenance and support of the on-premise system.
Purpose of the processing	To support the operation of a) the internal collaboration platform of ENISA (on-premise), which is used to share documents and work on common projects within the Agency; b) the external (online) collaboration platform of ENISA, where ENISA staff members can share documents and work on their projects with external stakeholders.
Description of data subjects	ENISA staff members for the internal platform. ENISA staff members and external collaborators working on common projects with ENISA staff members in the context of ENISA's core operations.
Description of data categories	The display name of the internal user (ENISA staff); emails, user accounts (login information) and in the case of multi factor-authentication (for online platform only), phone numbers of internal and external users (project stakeholders). In addition, in the online platform, service generated (log) data and diagnostic data are also processed directly by the processor (Microsoft). Note: The external (online) collaboration platform is not used for any further processing of personal data (only exchange of professional information in the framework of ENISA's business/core operations). Any processing of personal data performed by ENISA through the internal collaboration platform is addressed through dedicated processes; relevant privacy statements are available for each case.
Time limits (for the erasure of data)	Each online project site will be deleted at the end of the project, following notification of the project manager & migration period allowing the transfer of project data to the internal document management system (intranet). Personal data of users from online platform will be eliminated upon the termination action notified to ENISA IT. Each on-premise project site will also be deleted at the end of the project, following notification of the project manager for this termination action notified to ENISA IT.
Data recipients	Designated ENISA IT staff and designated staff of the ENISA processors that are involved in the management of the platforms as well as the Microsoft administrative team for the online spaces. Project managers, business owners & external collaborators that are members in the same group of the online platform can have access to the contact data of the other members.
Transfers to third countries	For the external collaboration platform only. Content data (i.e. SharePoint Online site content and the files stored within that site, files uploaded to OneDrive for Business) are stored by Microsoft only within EU but may be transferred outside EU/EEA for specific purposes, e.g. technical support. Service generated (log data)



	<p>and diagnostic data, as well as data for multi-factor authentication (MFA) in the online collaboration platform are stored by Microsoft in US. The transfer of personal data to Microsoft in US and to its sub-processors in US and other third countries are based on specific safeguards, in particular the EC SCCs (established under the Inter-Institutional Licensing Agreement-ILA, between Microsoft and the EC DG DIGIT).</p>
<p>Security measures - General description</p>	<ul style="list-style-type: none"> - Collaboration sites are private and requires authentication to prevent unauthorised access. The access to the user management console is limited to ENISA IT Administrators. - General ENISA security policy and relevant technical and organisational measures are applicable to ENISA's intranet. -Security policy for Microsoft O365 (Sharepoint online and OneDrive for Business), as defined under DG DIGIT Microsoft ILA.
<p>Privacy statement</p>	<p>Available on ENISA's intranet for all ENISA's staff.</p>

