



RECORD NO: 13

# COLLABORATION PLATFORM

## Record 13 of processing operation “Collaboration Platform”

Date of last update	07/04/2025
Name and contact details of controller	ENISA, Corporate Support Services Unit, IT, IT [at] enisa.europa.eu
Name and contact details of DPO	dataprotection [at] 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, to which is also a party. 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). <i>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.</i>
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	No transfers outside EU/EEA are foreseen.
Security measures - General description	General security policy and technical/organisational measures applicable to ENISA's IT systems.
Privacy statement	Available at ENISA intranet.

