| Nr. | Item | Explanation |
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| | *SECABC: Secure E-mail Certificates and Address Book Exchange for EUIBA's* | |
| 1. | Last update of this record | 01.12.2023 |
| 2. | Reference number | 091 |
| | **Part 1 – Article 31 of Regulation (EU) 2018/1725 - Record (recommendation: Publicly available)** | |
| 3. | Name and contact details of the controller and of the staff member responsible | Controller: European Union Aviation Safety Agency (EASA)<br><br>Staff member responsible: EASA IT Development and Operations Section Manager<br>Contact: servicedesk@easa.europa.eu |
| 4. | Name and contact details of DPO | dpo@easa.europa.eu |
| 5. | Name and contact details of joint controller (where applicable) | **Joint Controllers:**<br>1 European Commission<br>2 Council of the European Union<br>3 European Parliament<br>4 European External Action Service (EEAS)<br>5 European Securities and Markets Authorities (ESMA)<br>6 Agency for the cooperation of Energy Regulators (ACER)<br>7 Europe's Rail Join Undertaking (EU-RAIL)<br>8 European Maritime Safety Agency (EMSA)<br>9 European Union Agency for Criminal Justice Cooperation (EUROJUST)<br>10 European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)<br>11 The Computer Emergency Response Team for the EU institutions, Bodies and Agencies (CERT-EU)<br>12 European Centre for the Development of Vocational Training (CEDEFOP) |

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| 13 | European Agency for Safety and Health at Work (EU-OSHA) |
| 14 | European Centre for Disease Prevention and Control (ECDC) |
| 15 | European Labour Authority (ELA) |
| 16 | European Union Agency for Asylum (EUAA) |
| 17 | Innovative Health Initiative (IHI) |
| 18 | Clean Hydrogen Joint Undertaking |
| 19 | Key Digital Technologies Joint Undertaking (KDT JU) |
| 20 | European Insurance and Occupational Pensions Authority (EIOPA) |
| 21 | Clean Aviation Joint Undertaking |
| 22 | Translation Centre for the Bodies of the European Union (CDT) |
| 23 | Circular Bio-Based Europe Joint Undertaking (CBE JU) |
| 24 | European Cybersecurity Competence Centre (ECCC) |
| 25 | European Union Agency for Fundamental Rights (FRA) |
| 26 | European Institute for Gender Equality (EIGE) |
| 27 | European Court of Auditors (ECA) |
| 28 | Single Resolution Board (SRB) |
| 29 | European Union Aviation Safety Agency (EASA) |
| 30 | European Committee of the Regions (CoR) |
| 31 | European Economic and Social Committee (EESC) |

**What is the The SECABC platform?**

It is an IT solution to enable the joint-controllers (EUI's listed above), to securely share their address book data and the secure email certificates. Only authorised users from each of the EUBAs can access the SECABC platform.

All EUI's have engaged into a MASTER DATA PROCESSING AGREEMENT, which provides for the clear allocation of the roles and responsibilities of all co-signing EUBAs that are connected to the SECABC platform.

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| | | ✓ Each of the co-signing EUI is responsible (where applicable) for processing (managing, storing etc) the address book data and secure email certificates of all other EUBAs respectively, and which has been made available to them via the SECABC platform.<br><br>DG DIGIT will be responsible for the development, operation, administration, and maintenance of the SECABC platform. |
| 6. | Name and contact details of processor (where applicable) | **European Commission:** DIGIT.B3 - DIGIT-SECABC@ec.europa.eu |
| 7. | Purpose of the processing | 1. Enable SECEM (secure e-mail solution) between EASA and EUIBA's (European Union Institutions Bodies and Agencies). To do so, public key certificates must be exchanged between those who want to participate in the Secure Mail Exchange solution proposed by the European Commission.<br><br>2. Make available contact information from EUIBA's in the mail client address book for EASA users. |
| 8. | Description of categories of persons whose data are processed by EASA and list of personal data categories | **Categories of persons whose data are processed by EASA:**<br>Staff (statutory staff, Temporary agents, Contract agents, service providers, trainees,SNE's, etc. ) of each participating EUIBA.<br>**Categories of personal data processed:**<br>name, surname, email address, business phone number, location, department, Institution. |
| 9. | Time limit for keeping the data | The data is refreshed every month with the updated information from the European Commission address book.<br><br>Personal data of each EUIBA will be stored for as long as they are a party to the SECABC agreement. Every time a new file is uploaded, the existing data of each EUIBA is overwritten by this new data and no copy of the old data is retained. This means that each participating EUIBA bears the responsibility to decide on the personal data processed and included in these files. |

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| | | The EUIBAs shall not retain or process personal data longer than necessary to carry out the agreed purposes and obligations of the Agreement.<br><br>In case of termination of the Master Data Processing Agreement<br>  1. by one EUIBA, this EUIBA shall delete all personal data that it has downloaded from the SECABC platform within one month and all other parties will delete all data (that have downloaded) that belong to the departing EUIBA.<br><br>  2. by all EUIBAs, all EUIBAs shall delete all personal data that they have downloaded from the SECABC platform within one month. EC (DG DIGIT) will also delete all data from SECABC within one month. |
| 10. | Recipients of the data | All EASA staff who has an @easa.europa.eu mail address (statutory staff, Temporary agents, Contract agents, service providers, trainees,SNE's, etc. )<br><br>Each EUIBA will transmit the personal data into the SECABC platform only.<br><br>Such transmissions take place in accordance with the agreed purposes of processing as laid down in the Master Data processing Agreement. The EASA IT System Administrators will perform operational activities associated to the maintenance, correction, update of its data onto the Platform.<br><br>The IT Security officer for following up on security incidents and investigations<br><br>DG DIGIT will provide for the development, operation, administration and maintenance of the SECABC platform. |
| 11. | Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards? | No international data transfers take place for this processing activity. |

| 12. | General description of security measures, where possible. | ✓ Username and password + multifactor authentication.<br>✓ End-to-end encryption.<br>✓ Physical access control to IT area (badge)<br>✓ External consultants are requested to provide their criminal records, which are kept in accordance with the Access control process.<br>✓ Non-Disclosure Agreements with external providers<br>✓ Technical IT security measures in place<br>✓ Access to technical services is restricted based on "Need to Know" principle<br><br>**Additional controls from DG DIGIT applied to the Platform**<br><br>The European Commission has implemented security measures to protect server hardware, software and the network from accidental or malicious manipulations and loss of data. All data is stored in line with the technical security provisions laid down in the Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission, its subsequent versions, its implementing rules (as adapted from time to time) and the corresponding security standards and guidelines, as well as the Commission Decision (EU, Euratom) 2015/443 of 13 March 2015 on the security in the Commission, its implementing rules and the corresponding security notices.<br><br>These documents (as adapted from time to time) are available for consultation at the following address: https://ec.europa.eu/info/publications/security-standards-applying-all-european-commission-information-systems_en.<br><br>✓ Only authorised users can connect to the SECABC web tool. Access rights are restricted to authorised staff only and SECABC is protected with Multi-Factor-Authentication (MFA) via EU Login.<br><br>✓ The upload/download of data by the participating EUIBAs is done in a secure environment. |
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| | | ✓ The data of SECABC is stored on the EC Data Center the operations of which abide by the European Commission's security decisions and provisions established by the Directorate of Security for this kind of servers and services.<br><br>✓ The security measures implemented for SECABC include security management at facility and physical levels (i.e. EC data centre), network and operating system levels: perimeter security measures, privileged access management, vulnerability management, file system anti-malware protection on servers;<br><br>✓ An Access Control System is implemented to avoid errors in mistakenly disclosing personal data to unauthorised people.<br><br>✓ The authorised staff are reviewed on a frequent basis (due to possible turnover and change of roles), ensuring only staff with a need-to-know basis have the access rights. |
| 13. | For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the below privacy statement. | See Privacy Notice |

Electronically signed on 05/07/2024 15:24 (UTC+02) in accordance with Article 11 of Commission Decision (EU) 2021/2121