



## Registre des activités de traitement des données personnelles

(Article 31 du règlement 2018/1725)

Version du : 8/07/2025

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# Management of loans at the Library of the Court of justice of the European Union

Domaine d'activité : Activité administrative

## Coordonnées

<i>Responsable du traitement ou Responsables conjoints du traitement :</i>	Library Directorate	<i>Délégué à la protection des données :</i>
<i>Coordonnées de contact :</i>	Library Court of Justice of the European Union L-2925 Luxembourg	Contact <a href="mailto:DataProtectionOfficer@curia.europa.eu">DataProtectionOfficer@curia.europa.eu</a>
	Full contact details are provided on the	

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	website of the institution	
<i>Service traitant :</i>	-	
<i>Sous-traitant :</i>	Ex Libris	

## Description du traitement

1) <i>Finalité du traitement</i>	Follow-up on loans and managing the library catalogue, in accordance with the mission of the Library
2) <i>Description du traitement</i>	<p>To offer the Library services the personal data is processed in the Library Management System that allows the library staff to manage the loans and perform other library internal technical services (acquisitions, metadata management, fulfilment, etc.).</p> <p>The user's search interface is the front office that allows the library users to search the library collections, external e-resources subscribed by the library or Open Access documents, and it also allows the internal users to consult their reader accounts to see and/or renew their loans, the status of other requests, etc.</p>

<i>Catégorie de personnes concernées</i>	<i>Catégorie de données concernées</i>	<i>Durée de conservation des données</i>
Users of the Library (staff and external persons)	Identification data (First name and name, title) Administrative data (Function, User	Return of the items on loan and/or end of service at the institution

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	identifier, loans and their expiry date) Contact data (e-mail, office, telephone number)	
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3) <i>Destinataires</i>	
a) <i>Au sein de l'institution</i>	Library
b) <i>À l'extérieur de l'institution</i>	Service provider of the Library
4) <i>Transfert à un pays tiers ou une organisation internationale</i>	-
5) <i>Mesures de sécurité</i>	Access restricted to authorized personnel, both for physical files and information stored electronically.
6) <i>Notice d'information</i>	The information notice is available for staff on the intranet. The notice is send by e-mail to external borrowers.
7) <i>Limitations des droits</i>	-