



Registre des activités de traitement des données personnelles

(Article 31 du règlement 2018/1725)

Version du : 27/02/2026

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Management and short- and medium-term preservation of administrative non-classified documents and files

Domaine d'activité : Activité administrative

Coordonnées

<i>Responsable du traitement ou responsables conjoints du traitement :</i>	Court of Justice of the European Union	Data Protection Officer: DataProtectionOfficer@Curia.europa.eu
<i>Coordonnées de contact :</i>	Court of Justice of the European Union L-2925 Luxembourg Full contact details are provided on the website of the institution.	
<i>Service traitant :</i>	Services of the Court of Justice of the	

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	European Union	
<i>Sous-traitant :</i>	For personal data processed in the Court's main records management system for administrative activities: the European Commission	

Description du traitement

1) <i>Finalité du traitement</i>	Ensure the proper management, short- and medium-term preservation of administrative non-classified documents and files in accordance with internal rules and practices in the area of records management: Decision of the Administrative Committee of the Court of Justice of 28 January 2019 concerning the approval of internal control principles, the « Document d'orientation à destination des services en matière de gestion documentaire » and the Court's retention schedule.
2) <i>Description du traitement</i>	The processing of personal data in the context of records management.

<i>Catégorie de personnes concernées</i>	<i>Catégorie de données concernées</i>	<i>Durée de conservation des données</i>
Staff and external persons	Personal data collected in the context of the Court's administrative activities Personal data related to staff using the Court's main records management system for administrative activities	The preservation period outlined in the records of processing related to the initial personal data processing activities. Within the Court's main records

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		management system for administrative activities, personal data that are included in system reports are kept for 6 months. Staff personal data collected for audit trail purposes and personal data as part of a set of minimum system metadata are kept for longer.
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3) <i>Destinataires</i>	
a) <i>Au sein de l'institution</i>	Services involved in the initial personal data processing activities or ensuring the proper functioning of the Court's records management systems for administrative activities.
b) <i>À l'extérieur de l'institution</i>	The European Commission, as the provider of the Court's main records management system for administrative activities and related technical support
4) <i>Transfert à un pays tiers ou une organisation internationale</i>	Not applicable.
5) <i>Mesures de sécurité</i>	Other than the protection measures defined for the initial personal data processing activities in the relevant records of processing: <ul style="list-style-type: none"> - the Court's internal rules and practices on confidentiality, physical security and information security (administrative non-classified documents and files in <u>physical format</u>);

	<ul style="list-style-type: none"> - the Court's internal rules and practices on confidentiality, IT security, cybersecurity and information security (administrative non-classified documents and files in <u>electronic format</u>); - for the Court's main records management system for administrative activities: a set of dedicated system features as well as technical, security and organisational measures implemented in the system.
6) <i>Notice d'information</i>	The privacy statement is available on the intranet (staff) and on the Court's website (external persons).
7) <i>Limitations des droits</i>	