

## RECORD OF PERSONAL DATA PROCESSING ACTIVITY ACCORDING TO ARTICLE 31 OF REGULATION (EU) 2018/1725

### ► Meetings, events and on-site visits hosted by EIOPA

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#### General information

Introduction
EIOPA, as a European Authority, is committed to protect individuals with regard to the processing of their personal data in accordance with Regulation (EU) No 2018/1725 (further referred as the Regulation) <sup>1</sup> .
Contact Details of Data Controller(s)
Fausto Parente, Executive Director Westhafenplatz 1, 60327 Frankfurt am Main, Germany <a href="mailto:fausto.parente@eiopa.europa.eu">fausto.parente@eiopa.europa.eu</a>
Contact Details of the Data Protection Officer
Eleni Karatza Westhafenplatz 1, 60327 Frankfurt am Main, Germany <a href="mailto:dpo@eiopa.europa.eu">dpo@eiopa.europa.eu</a>
Contact Details of Processor
EIOPA's Team/Unit/Department responsible for the processing: Corporate Services Team, Finance & Corporate Services Unit

<sup>1</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Description and Purpose of the Processing

Description of Processing
<p>In order to facilitate the organisation and implementation of virtual, in-person or hybrid meetings and events hosted by EIOPA as well as other visits to the EIOPA premises (hereinafter collectively called “events”), it is necessary to collect and process personal data of the participants and visitors. The data collected may include the following:</p> <ul style="list-style-type: none"> <li>- Name and title;</li> <li>- Email address, phone/mobile/fax number;</li> <li>- Position/job title;</li> <li>- Organisation and/or country represented;</li> <li>- Information on catering preferences and dietary requirements;</li> <li>- Travel information such as means of travel, point of origin, accommodation details;</li> <li>- Vehicle information (licence plate number, vehicle brand/model and colour);</li> <li>- CVs of moderators, speakers and panellists (containing, amongst others, biographical data on education, training and employment);</li> <li>- Photo/video/audio recordings of speakers and participants (files provided to EIOPA by the data subjects as well as recordings created during the event).</li> </ul> <p>For events with participation fees or those offering the reimbursement of expenses, the following additional data may be collected:</p> <ul style="list-style-type: none"> <li>- Postal address;</li> <li>- Date and place of birth;</li> <li>- Bank account details or other payment information;</li> <li>- Information on identity documents (personal ID/passport number, personal identification number);</li> <li>- Business information (VAT/tax number, trade register number).</li> </ul> <p>The collection and processing of this data is required to enable communication and information exchanges between EIOPA and the participants, to register the data subjects as visitors and grant them physical access to the EIOPA premises, to process reimbursement requests and payments to/from participants, to inform the event organisers about the audience composition, to produce event materials such as name badges, table signs and attendance lists, to compile event participation statistics and to create event recordings. Photographic or audio-visual formats may also be created and used both for internal use and for publication to external audiences, but only with the data subject’s explicit consent.</p> <p>By default, the data subjects’ personal information is <u>not</u> shared with other event participants unless explicit consent has been obtained from the persons in question to allow for such an exchange of information. Likewise, EIOPA does not publicly disclose any personally attributable information, such as names, address details, financial and business information.</p>

For specific purposes, some of the data subjects' personal information may be shared with and processed by selected third parties involved in the organisation and delivery of the event in question, in particular with organisations co-hosting the event as well as with EIOPA contractors for event services. These may include but are not limited to the following: registration/mass-mailing platforms (i.e. EU Survey), video conferencing solutions (i.e. Cisco WebEx, Microsoft Teams), the building operator of EIOPA's premises, event venue operators, audio-visual services providers, catering providers, producers of print materials and contracted event management agencies. In such cases, EIOPA will only disclose the necessary minimum of personal data required for the specific purpose or task in order to enable the provision of the services requested.

Photo/video/audio recordings of speakers and event participants, including files provided to EIOPA by the data subjects as well as recordings created during the event, may be disclosed to the wider public for communication purposes, i.e. via the websites, social media channels (e.g. LinkedIn, Twitter, YouTube, etc.) and print publications of EIOPA and/or co-organising organisations involved in the event in question. If the event is recorded, the data subjects shall be informed beforehand, and their explicit consent shall be sought.

#### Purpose (s) of the processing

- ☐ Staff administration
- ☒ Relations with external parties
- ☐ Procurement and accounting
- ☒ Administration of membership records
- ☐ Auditing
- ☐ Information administration
- ☒ Other (please give details): Event management and administrative support for events

#### Lawfulness of Processing

- Legal Basis justifying the processing:  
Regulation (EU) 1094/2010 and EIOPA's mandate stipulated therein, which necessitates organisation of events.
- Processing is necessary:
  - ☒ for the performance of a task carried out in the public interest – Article 5(1)(a) of the Regulation
  - ☐ for compliance with a legal obligation to which the Controller is subject
  - ☐ for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract
  - ☐ in order to protect the vital interests of the data subject or of another natural person
- Or
  - ☒ Data subject has given his/her unambiguous, free, specific and informed consent - Article 5(1)(d) of the Regulation: in case of creation of photos, audio or video recordings, or for the inclusion in the EIOPA-internal contact databases and distribution lists.

Data Subject’s Rights

Information on how to exercise data subject’s rights
<p>Data subjects may exercise their data privacy rights provided in Articles 17 to 24 of the Regulation (EU) 1725/2018.</p> <p>Data subjects have the right to:</p> <ul style="list-style-type: none"> <li>• access their personal data, receive a copy of them in a structured and machine-readable format or have them directly transmitted to another controller, as well as request their rectification or update in case they are not accurate.</li> <li>• request the erasure of their personal data, as well as object to or obtain the restriction of their processing.</li> <li>• withdraw their consent to the processing of their personal data at any time in case such processing is based solely on their consent.</li> </ul> <p>For the protection of the data subjects’ privacy and security, every reasonable step shall be taken to ensure that their identity is verified before granting access, or rectification, or deletion.</p> <p>Should data subjects wish to access/rectify/delete their personal data, or receive a copy of them/have it transmitted to another controller, or object to/restrict their processing, please contact <a href="mailto:training&amp;events@eiopa.europa.eu">training&amp;events@eiopa.europa.eu</a>, <a href="mailto:registration@eiopa.europa.eu">registration@eiopa.europa.eu</a> or <a href="mailto:DPO@eiopa.europa.eu">DPO@eiopa.europa.eu</a>.]</p> <p><u>Complaint:</u></p> <p>Any complaint concerning the processing of the data subjects’ personal data can be addressed to EIOPA’s Data Protection Officer (<a href="mailto:DPO@eiopa.europa.eu">DPO@eiopa.europa.eu</a>). Alternatively, data subjects can also have at any time recourse to the European Data Protection Supervisor (<a href="http://www.edps.europa.eu">www.edps.europa.eu</a>).</p>

Categories of Data Subjects & Personal Data

Categories of Data Subjects
<div> <input checked="" type="checkbox"/> EIOPA permanent staff, Temporary or Contract Agents                 <input checked="" type="checkbox"/> SNEs or trainees                 <input checked="" type="checkbox"/> Visitors to EIOPA (BOS, MB, WG, Seminars, Events, other)                 <div>If selected, please specify: Any person participating on-site in events hosted by EIOPA</div> <input checked="" type="checkbox"/> Providers of good or services                 <input type="checkbox"/> Complainants, correspondents and enquirers                 <input type="checkbox"/> Relatives and associates of data subjects             </div>

<input checked="" type="checkbox"/> Other (please specify): Any person participating in online/hybrid events hosted by EIOPA
<b>Categories of personal data</b>
<p><b>(a) General personal data:</b></p> <p>The personal data contains:</p> <p><input checked="" type="checkbox"/> Personal details (name, address etc)</p> <p><input checked="" type="checkbox"/> Education &amp; Training details (only in case of CVs submitted by speakers)</p> <p><input checked="" type="checkbox"/> Employment details (only in case of CVs submitted by speakers)</p> <p><input checked="" type="checkbox"/> Financial details (only in case of participants' reimbursement requests)</p> <p><input type="checkbox"/> Family, lifestyle and social circumstances</p> <p><input checked="" type="checkbox"/> Other (please give details): Photo/video/audio recordings created during the event</p> <p><b>(b) Special categories of personal data</b></p> <p>The personal data reveals:</p> <p><input type="checkbox"/> Racial or ethnic origin</p> <p><input type="checkbox"/> Political opinions</p> <p><input type="checkbox"/> Religious or philosophical beliefs</p> <p><input type="checkbox"/> Trade union membership</p> <p><input type="checkbox"/> Genetic or Biometric data</p> <p><input type="checkbox"/> Data concerning health, sex life or sexual orientation</p> <p>EIOPA does not <i>per se</i> disclose racial or ethnic origin, but such data may be revealed in photos or video recordings.</p>

## Categories of Recipients & Data Transfers

<b>Recipient(s) of the data</b>
<p><input type="checkbox"/> Managers of data subjects</p> <p><input checked="" type="checkbox"/> Designated EIOPA staff members</p> <p>If selected, please specify: Members of the Corporate Services Team; staff involved in the organisation of the event in question</p> <p><input type="checkbox"/> Relatives or others associated with data subjects</p> <p><input type="checkbox"/> Current, past or prospective employers</p> <p><input type="checkbox"/> Healthcare practitioners</p> <p><input type="checkbox"/> Education/training establishments</p> <p><input type="checkbox"/> Financial organisations</p> <p><input checked="" type="checkbox"/> External contractors: service providers assisting in the context of events</p>

<input checked="" type="checkbox"/> Other (please specify): To the wider public, when photos or video recordings are published (following explicit consent of the data subjects)
Data transfer(s)
<input checked="" type="checkbox"/> Within EIOPA or to other EU Institutions/Agencies/Bodies If selected, please specify: Other EU Institutions/Agencies/Bodies, in case these are co-hosts/co-organisers of the event in question <input checked="" type="checkbox"/> To other recipients within the EU (e.g. NCAs): To NCAs only in case these are co-hosts/co-organisers of the event in question; to external service providers assisting EIOPA in the context of events (e.g. for the purpose of printing out name tags) <input type="checkbox"/> To third countries If selected, please specify: Whether suitable safeguards have been adopted: <input type="checkbox"/> Adequacy Decision of the European Commission <sup>2</sup> <input type="checkbox"/> Standard Contractual Clauses (SCC) <input type="checkbox"/> Binding Corporate Rules (BCR) <input type="checkbox"/> Administrative Arrangements between public Authorities (AA) <input type="checkbox"/> To international organisations If selected, please specify the organisation and whether suitable safeguards have been adopted:
Data subjects could obtain a copy of SCC, BCR or AA here: N/A

### Automated Decision Making

Automated Decision-making, including profiling
A decision is taken in the context of this processing operation solely on the basis of automated means or profiling: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes In case of an automated decision-making or profiling, please explain:

<sup>2</sup> Third countries for which the European Commission has issued adequacy decisions are the following: Adequacy decisions (europa.eu)

## Retention Period & Security Measures

Retention period
<p>Personal data collected in the context of the registration for and organisation of events hosted by EIOPA will be retained for a period of 5 years after the event in question, with the following exceptions:</p> <ul style="list-style-type: none"> <li>- Personal data included in EIOPA-internal contact databases and distribution lists (i.e. general database of contacts for public events, EIOPA Training Network distribution list) will be updated regularly and will be retained indefinitely or until the data subject withdraws their consent;</li> <li>- Personal data included in written publications as well as photo/video/audio recordings published by EIOPA and/or co-organising organisations may remain available on the internet indefinitely;</li> <li>- Personal data collected for the reimbursement of expenses will be retained for 5 years after the last related payment occurred;</li> <li>- Personal data transferred to EIOPA service providers will be retained by the contractor at maximum for the remaining duration of the contractual relationship with EIOPA. Upon expiry of the contract, all such data shall be deleted;</li> <li>- Physical copies of materials with personal information (e.g. name badges, table signs and attendance lists) are disposed of immediately after the respective event.</li> </ul>
<p>For further processing envisaged beyond the original retention period for historical, statistical or scientific purposes, please specify whether the personal data will be anonymised:</p> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes</p>
Technical & organisational security measures taken
<p>Several technical and organisational measures have been adopted in order to ensure the optimum security of the documents and personal data collected in the context of the procedures described under section II a).</p>