

## RECORD OF PERSONAL DATA PROCESSING ACTIVITY according to Article 31 of Regulation (EU) 2018/1725

### ► EIOPA'S Board of Supervisors and Management Board

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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: Institutional Relations, Strategy and Implementation (Corporate Affairs Department) Email Address: <a href="mailto:EIOPAbord@eiopa.europa.eu">EIOPAbord@eiopa.europa.eu</a>

<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>Personal data of the members of the EIOPA's Board of Supervisors (BoS) and Management Board (MB) (collectively referred to as 'BoS and MB members'), their alternates, the EEA EFTA members, permanent representatives, non-voting members and observers at the BoS/MB meetings; and as applicable, staff members of the national competent authorities (NCAs) appointed to vote on behalf of the BoS members and staff of the NCAs accompanying the BoS members to the BoS meetings, as well as representatives of the Authority for Anti-Money Laundering and Countering the Financing of Terrorism, are collected and processed to facilitate the decision-making process within EIOPA, the organisation of BoS and MB (virtual) meetings and the working relations between these data subjects and EIOPA's staff members.</p> <p>More precisely, personal data of BoS and MB members is processed in the following ways:</p> <ul style="list-style-type: none"> <li>a) Names of BoS and MB members and their alternates are published on EIOPA's website and in EIOPA Annual Reports, as well as in the minutes of the BoS/MB meetings; names the EEA EFTA members, permanent representatives, non-voting members and observers in the BoS/MB meetings, as well as of staff members of the NCAs appointed to vote on behalf of the BoS and MB members and staff of the NCAs accompanying the BoS members to the meetings are published in the minutes of the respective meetings;</li> <li>b) The photos of the BoS and MB members and their alternates are published on the EIOPA website;</li> <li>c) The CVs of the BoS and their alternates, and MB members are published on the EIOPA's website;</li> <li>d) Declarations of interests and declarations of intention of the BoS and MB members, and their alternates, are saved on EIOPA's EXTRANET (dedicated section) and redacted versions are published on EIOPA's website;</li> <li>e) Records are kept regarding the attendance at BoS meetings (e.g., originals and scanned versions of participants' lists with their signatures, Powers of Attorney);</li> <li>f) Contact list of the BoS and MB members and their alternates, including their name, position, phone numbers, email address, name and address of employer are uploaded on EIOPA's Extranet;</li> <li>g) The names of BoS and MB members and the names of the persons delegated by the latter to attend EIOPA's Strategy Day are shared with the hosting authority;</li> <li>h) The CVs of the candidates for becoming MB members, IAIS ExCo representatives, chairs of the Working Groups, are processed in view of elections;</li> </ul> <p>[In addition, for the purpose of automated remote voting/decision-making via E-voting tool, names of BoS and MB members, or any other person authorised by them to vote on their behalf, are processed in the E-voting tool (captured in a separate dedicated record on E-voting) – this tool is currently deactivated].</p>
Purpose (s) of the processing

<input type="checkbox"/> Staff administration <input checked="" type="checkbox"/> Relations with external parties <input type="checkbox"/> Procurement and accounting <input type="checkbox"/> Administration of membership records <input checked="" type="checkbox"/> Auditing <input checked="" type="checkbox"/> Information administration <input checked="" type="checkbox"/> Other (please give details): to enable the decision-making process within EIOPA, the organisation of BoS and MB (virtual) meetings and the working relations between Bos and MB and EIOPA’s staff members
Lawfulness of Processing
<ul style="list-style-type: none"> <li>Legal Basis justifying the processing:                         <ul style="list-style-type: none"> <li>Articles 40 to 47 of Regulation (EU) No 1094/2010 (EIOPA Regulation)</li> <li>Rules of Procedure of the Board of Supervisors of the EIOPA (EIOPA-BoS-20-019-REV2, 19 July 2022)</li> <li>Rules of Procedure of the Management Board of the EIOPA (EIOPA-MB-20-002-REV1, 19 July 2022)</li> </ul> </li> <li>Processing is necessary:                         <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> for the performance of a task carried out in the public interest – Article 5(1)(a) of the Regulation</li> <li><input checked="" type="checkbox"/> for compliance with a legal obligation to which the Controller is subject – Article 5(1)(b) of the Regulation</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> in order to protect the vital interests of the data subject or of another natural person</li> </ul> </li> </ul> Or <input type="checkbox"/> Data subject has given his/her unambiguous, free, specific and informed consent

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>

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.

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 [EIOPAboard@eiopa.europa.eu](mailto:EIOPAboard@eiopa.europa.eu) or [DPO@eiopa.europa.eu](mailto:DPO@eiopa.europa.eu).

Complaint:  
 Any complaint concerning the processing of the data subjects’ personal data can be addressed to EIOPA’s Data Protection Officer ([DPO@eiopa.europa.eu](mailto:DPO@eiopa.europa.eu)). Alternatively, data subjects can also have at any time recourse to the European Data Protection Supervisor ([www.edps.europa.eu](http://www.edps.europa.eu)).

Categories of Data Subjects & Personal Data

Categories of Data Subjects

- ☐ EIOPA permanent staff, Temporary or Contract Agents
- ☐ SNEs or trainees
- ☒ Visitors to EIOPA (BOS, MB, WG, Seminars, Events, other):  
 If selected, please specify: BoS and MB members, their alternates, the EEA EFTA members, permanent representatives, non-voting members and observers at the BoS/MB (virtual) meetings; staff members of the NCAs appointed to vote on behalf of the BoS members, staff of the NCAs accompanying the BoS members to the BoS meetings; representatives of the Authority for Anti-Money Laundering and Countering the Financing of Terrorism.
- ☐ Providers of good or services
- ☐ Complainants, correspondents, and enquirers
- ☐ Relatives and associates of data subjects
- ☒ Other (please specify):  
 BoS and MB members, their alternates, the EEA EFTA members, permanent representatives, non-voting members and observers at the BoS/MB (virtual) meetings; staff members of the NCAs appointed to vote on behalf of the BoS members, staff of the NCAs accompanying the BoS members to the BoS meetings; representatives of the Authority for Anti-Money Laundering and Countering the Financing of Terrorism.

Categories of personal data

- (a) General personal data:**  
 The personal data contains:
- ☒ Personal details (name, address etc)
  - ☒ Education & Training details
  - ☒ Employment details
  - ☐ Financial details

<input type="checkbox"/> Family, lifestyle and social circumstances <input type="checkbox"/> Other (please give details):  <b>(b) Special categories of personal data</b> The personal data reveals: <input checked="" type="checkbox"/> Racial or ethnic origin: from pictures <input type="checkbox"/> Political opinions <input type="checkbox"/> Religious or philosophical beliefs <input checked="" type="checkbox"/> Trade union membership <input type="checkbox"/> Genetic or Biometric data <input type="checkbox"/> Data concerning health, sex life or sexual orientation
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### Categories of Recipients & Data Transfers

Recipient(s) of the data
<input type="checkbox"/> Managers of data subjects <input checked="" type="checkbox"/> Designated EIOPA staff members <p>If selected, please specify:</p> <p>IRSI team is responsible for managing the BoS and MB, however e.g., personal data in CVs are accessible to the general public as they are published on EIOPA's website. Declarations of Intentions and Declarations of Interests are saved in the dedicated section of Extranet and only accessible to EIOPA's Chairperson and the Ethics Officer Office. and Intention</p> <input type="checkbox"/> Relatives or others associated with data subjects <input type="checkbox"/> Current, past or prospective employers <input type="checkbox"/> Healthcare practitioners <input type="checkbox"/> Education/training establishments <input type="checkbox"/> Financial organisations <input checked="" type="checkbox"/> External contractor <ul style="list-style-type: none"> <li>- for the processing of personal data in the context of virtual meetings, please check the data protection record on videoconferencing, communication and collaboration with Microsoft 365;</li> <li>- access to names of the BoS and MB Members and the respective NCA's staff voting on their behalf, in the context of E-voting - is currently deactivated)</li> </ul> <input checked="" type="checkbox"/> Other (please specify): <p>Some of the processed personal data (i.e., names, CVs, declarations and photos) are also published on the EIOPA's website and therefore accessible to general public.</p> <p>Note: Pursuant to Article 3(13) of the Regulation, public authorities (e.g., the EDPS, Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with</p>

Union or Member State law shall not be regarded as recipients. The processing of those data by those public authorities shall be compliant with the applicable data protection rules according to the purposes of the processing.

#### Data transfer(s)

☒ Within EIOPA or to other EU Institutions/Agencies/Bodies

If selected, please specify: European Commission, European Parliament, European Court of Auditors, European Systemic Risk Board, European Banking Authority, European Securities Markets Authority, Authority for Anti-Money Laundering and Countering the Financing of Terrorism.

☒ To other recipients within the EU (e.g. NCAs):

- NCAs
- external contractor for the e-voting tool (currently deactivated)
- external contractors providing virtual meeting tools

☐ To third countries

If selected, please specify:

Whether suitable safeguards have been adopted:

- ☐ Adequacy Decision of the European Commission<sup>2</sup>
- ☐ Standard Contractual Clauses (SCC)
- ☐ Binding Corporate Rules (BCR)
- ☐ Administrative Arrangements between public Authorities (AA)

☐ 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:

#### 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:

☒ No

☐ 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 \(europa.eu\)](https://european-council.europa.eu/media/e300123/1660404/1660404.pdf)

## Retention Period & Security Measures

Retention period
<p>How long will the data be retained?</p> <p>Personal data in the BoS and MB distribution and contact lists are deleted after the person is no longer involved in the BoS and MB activities.</p> <p>Personal data included on the BoS and MB members' lists are stored for 5 years following the end of the person's involvement in the BoS and MB.</p> <p>Names/photos of BoS members and their alternates, and MB members are published on EIOPA website up until their mandate comes to an end.</p> <p>Documents such as Annual Reports and minutes of the BoS and MB meetings are published for an unlimited time, hence personal data contained therein remain indefinitely on the internet.</p> <p>EIOPA keeps CVs of BoS and MB members both in electronic and paper format until the end of the BoS and MB members' mandate or, in case the persons concerned were not selected for the MB, until the conclusion of the respective selection procedure.</p> <p>Declarations of intentions and Declarations of interests of data subjects are kept for the duration of BoS or MB members' or alternates' mandate and for further 5 years.</p> <p>Retention periods regarding E-voting tool are provided for in the E-voting dedicated data protection record - currently deactivated.</p> <p>Retention periods regarding the processing of personal data in the context of virtual meetings, please check the data protection record on videoconferencing, communication and collaboration with Microsoft 365.</p>
<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 checked="" type="checkbox"/> No</p> <p><input 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 'Description and Purpose of the Processing'.</p>