

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

► EIOPA Q&A process on regulation

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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) ¹ .
Contact Details of Data Controller(s)
Fausto Parente, Executive Director Westhafenplatz 1, 60327 Frankfurt am Main, Germany fausto.parente@eiopa.europa.eu
Contact Details of the Data Protection Officer
Eleni Karatza Westhafenplatz 1, 60327 Frankfurt am Main, Germany dpo@eiopa.europa.eu
Contact Details of Processor
EIOPA's Team/Unit/Department responsible for the processing: Data Analysis and Processes Unit/Supervisory Processes Department

¹ 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>The Q&A process is a means for EIOPA to publicly address questions from stakeholders on regulation and to promote the consistent understanding and the convergent application of the regulation within its scope of activity. Questions can be asked by all parties, including institutions, individuals, entities, federations, national authorities, etc.</p> <p>The purpose of processing personal data pertains to the identification of the inquirer, in order to respond to the question and to monitor the functioning of the process by having a general overview of the categories of stakeholders (insurance undertakings, members of NCAs or other (e.g. consultants, private individuals)).</p> <p>In the context of this Q&A process, personal data of EIOPA staff members involved in it are also processed for administrative purposes. Stakeholders' personal data are used only for replying to their enquiry/request as well as for contact management. Recipients of these data will only be EIOPA staff members entrusted with accommodating the enquiry/request.</p>
Purpose (s) of the processing
<p><input type="checkbox"/> Staff administration</p> <p><input checked="" type="checkbox"/> Relations with external parties</p> <p><input type="checkbox"/> Procurement and accounting</p> <p><input type="checkbox"/> Administration of membership records</p> <p><input type="checkbox"/> Auditing</p> <p><input type="checkbox"/> Information administration</p> <p><input type="checkbox"/> Other (please give details):</p>
Lawfulness of Processing
<ul style="list-style-type: none"> Legal Basis justifying the processing: <ul style="list-style-type: none"> - Article 16b of EIOPA Regulation which sets out a specific process for addressing questions relating to the practical application or implementation of European legislation which falls within the field of activities of EIOPA and entrusts EIOPA to establish and maintain a web-based tool for the Q&A process. - Overall EIOPA's mandate to build a common Union supervisory culture with consistent supervisory practices, as established in Articles 8(1)(b) and 29 of Regulation (EU) No 1094/2010. <p>Processing is necessary:</p> <p><input checked="" type="checkbox"/> for the performance of a task carried out in the public interest – Article 5(1)(a) of the Regulation</p> <p><input type="checkbox"/> for compliance with a legal obligation to which the Controller is subject</p> <p><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</p> <p><input type="checkbox"/> in order to protect the vital interests of the data subject or of another natural person</p>

Or

☐ 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

Data subjects may exercise their data privacy rights provided in Articles 17 to 24 of the Regulation (EU) 1725/2018.

Data subjects have the right to:

- 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.
- request the erasure of their personal data, as well as object to or obtain the restriction of their processing.
- withdraw their consent to the processing of their personal data at any time in case such processing is based solely on their consent.

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 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). Alternatively, data subjects can also have at any time recourse to the European Data Protection Supervisor (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:

<input type="checkbox"/> Providers of good or services <input checked="" type="checkbox"/> Complainants, correspondents and <u>enquirers</u> <input type="checkbox"/> Relatives and associates of data subjects <input type="checkbox"/> Other (please specify):
Categories of personal data
<p>(a) General personal data:</p> <p>The personal data contains:</p> <input checked="" type="checkbox"/> Personal details (name, address etc) <input type="checkbox"/> Education & Training details <input type="checkbox"/> Employment details <input type="checkbox"/> Financial details <input type="checkbox"/> Family, lifestyle and social circumstances <input type="checkbox"/> Other (please give details):
<p>(b) Special categories of personal data</p> <p>The personal data reveals:</p> <input type="checkbox"/> Racial or ethnic origin <input type="checkbox"/> Political opinions <input type="checkbox"/> Religious or philosophical beliefs <input type="checkbox"/> Trade union membership <input type="checkbox"/> Genetic or Biometric data <input type="checkbox"/> Data concerning health, sex life or sexual orientation

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>Staff designated as administrators of the Q&A process. Questions received are allocated for answering to relevant subject matter experts (in different EIOPA's departments depending on the topic), on a need to know basis. Answers are verified by the Legal team.</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 type="checkbox"/> External contractor <input type="checkbox"/> Other (please specify):
Data transfer(s)
<input checked="" type="checkbox"/> Within EIOPA If selected, please specify: We share details within EIOPA when forwarding the question to the relevant subject matter experts. <input type="checkbox"/> To other recipients within the EU (e.g. NCAs) <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 ² <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:

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:

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

Retention Period & Security Measures

Retention period
How long will the data be retained? 5 years from date of submission.
For further processing envisaged beyond the original retention period for historical, statistical or scientific purposes, please specify whether the personal data will be anonymised: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Technical & organisational security measures taken
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).