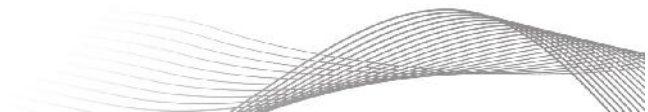


EDPS record of processing activity

Record of EDPS activities processing personal data, based on Article 31 of 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.

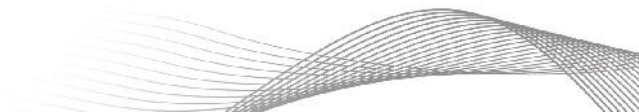
Nr.	Item	Description
		Template record for management of meetings, conferences and other events (“events” in the rest of this document) organised by the EDPS and of participants’ contact details.
1.	Last update of this record	27/11/2018
2.	Reference number	42
3.	Name and contact details of controller	European Data Protection Supervisor (EDPS) Postal address: Rue Wiertz 60, B-1047 Brussels Office address: Rue Montoyer 30, B-1000 Brussels Telephone: +32 2 283 19 00 Email: edps@edps.europa.eu Department responsible to maintain the record: Information and Communication Sector, contact e-mail: press@edps.europa.eu <i>Different EDPS departments are responsible depending on the tasks the event supports.</i> Contact form for enquiries on processing of personal data to be preferably used: https://edps.europa.eu/node/759
4.	Name and contact details of DPO	edps-dpo@edps.europa.eu



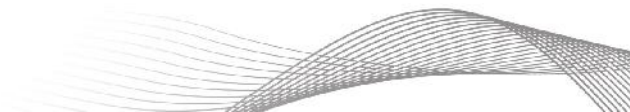
Nr.	Item	Description
5.	Name and contact details of joint controller (where applicable)	<p><i>Joint controllers may exist based on the context of the event: to be specified.</i></p> <p>For events organised in the EDPS or European Parliament (EP) premises, the EP is joint controller for the process of authorisation to enter their buildings for security purposes.</p> <p>For events organised in the European Commission (EC) premises, the EC is joint controller for the process of authorisation to enter their buildings for security purposes.</p>
6.	Name and contact details of processor (where applicable)	<p><i>Processors may exist and are listed based on the specific event: contractors and sub-contractors used for general organisation, for management and payment of registrations etc.</i></p>
7.	Short description and purpose of the processing	<p>Management of meetings, conferences and other events (“events” in the rest of this document)) organised by the EDPS and of contact details of individuals participating in the events.</p> <p>The event management includes usually the following <u>purposes</u>:</p> <ul style="list-style-type: none"> - processing invitations and participation requests; - processing fees of participation in the event, if applicable; - management of dietarian preferences, if applicable; - secure access to the EDPS premises (managed by the European Parliament), to the premises of European Parliament (EP) and of the European Commission (EC), as applicable. <p><u>Despite the relevant info is duplicated here in this record, the processing of personal data for the control of access to EDPS and EP premises is accounted for by another record called “Control of access to EDPS premises”.</u></p> <ul style="list-style-type: none"> - event reporting including taking photos and audio-video recordings and their possible distribution and publication; - event follow-up actions such as distribution of reports. <p>The processing of contact details is for communication purposes linked to the current event and for inviting to future similar events.</p>



Nr.	Item	Description
		<p><u>The reimbursement of travel and/or accommodation expenses is NOT duplicated in this record but is accounted for by another record called “Financial management/transactions”.</u></p>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p><u>Categories of individuals whose data the EDPS processes:</u></p> <p>Individuals invited to, enrolling or participating in an event organised by the EDPS and individuals whose contact details have been collected from public sources (mainly the Internet) and from personal contacts (e.g. via business cards).</p> <p><u>Categories of personal data processed:</u></p> <ul style="list-style-type: none"> - Contact details to register in events: usually first and last name; organisation; e-mail address. These may be shared among the participants of the event for networking purposes based on participants’ consent. - Further data to process the payment of the registration, if applicable: address, bank account number and credit card data, or other payment related data, depending on contractors and payment services used. - Photos and videos where event participants appear - taken by EDPS staff or by others on behalf of EDPS staff, based on participants’ consent. - Dietarian preferences - provided <u>optionally</u> by participants - Information needed to access EC premises and to reserve a parking slot therein, or to access EP premises, if applicable: first and last name; organisation; birth date; nationality; type, number and validity of an official identification document (passport, ID card); car plate (if parking is needed). <p><i>In case of access to EDPS and EP premises, please verify the information above against what in the record “<u>Control of access to EDPS premises</u>”.</i></p>



Nr.	Item	Description
9.	Time limit for keeping the data	<p>- Contact details to register in events: deleted after the event follow-up, unless the participant has given their consent that they may be used by the EDPS to invite them to future similar events.</p> <p>-The EDPS in general does not collect and never further processes directly personal data used for the payment of the registration to the event (if applicable). The retention period of those data by the chosen contractor is determined based on applicable national and/or EU legislation and other possible legal bases. It will be specified in the event data protection notice. The EDPS has the duty to verify the contractor’s compliance with applicable rules.</p> <p>- Photos and videos: archived after 10 years (not available any more online)</p> <p>- Diatarian preferences: deleted after the event follow-up</p> <p>- Information needed to access EC premises, if applicable: the EDPS will delete these data at the latest ten working days after the event. The EC will keep them for six months, according to the rules described in their data protection notification and notice. Please check relevant info in the EC notification and data protection notice (see section 7)</p> <p>- Information needed to access EP premises, if applicable: the EDPS will delete these data at the latest ten working days after the event. The EP will store your personal data for the time of the validity of the accreditation period plus a maximum of one year (can be extended to two years in specific cases) for purposes of possible security enquiries and risk analyses. Please check relevant info in the EP notification and data protection notice (see section 7)</p> <p><i>In case of access to EDPS and EP premises, please verify the information above against what in the record “<u>Control of access to EDPS premises</u>”.</i></p>
10.	Recipients of the data	<p>- EDPS staff managing the event on a need to now basis (for contact details, diatarian preferences, photos and videos)</p> <p>- Participants in the event (limited to contact details, if participants have consented)</p> <p>- Contractors processing the event organisation, photos and videos, catering, payment related data etc.</p>



Nr.	Item	Description
		<p>- The general public for photos and videos posted on EDPS website and EDPS social media websites.</p> <p>- EC or EP security staff, if the event takes place in their premises, limited only to the data necessary to access those premises (see section 8). For details refer to relevant info in their respective notification and data protection notice (see section 7).</p>
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	<i>Depending on the specific event. A specific scrutiny is due for contractors and sub-contractors involved.</i>
12.	General description of security measures, where possible.	<p>Access to the information described at section 9 is granted on a need-to-know basis, through access control measures on the file system and in the EDPS Case management System.</p> <p>For managing access to EC premises or EP premises, see relevant info in their respective notification and data protection notice (see section 7).</p>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	<p><i>Link to the data protection notice template for events.</i></p> <p><i>A specific data protection notice will be issued for each event</i></p>

