

## 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
	<b>Template record for management of meetings, conferences and other events (“events”) organised by the EDPS</b>	
1.	Last update of this record	<b>15/04/2022</b>
2.	Reference number	<b>42</b>
3.	Name and contact details of controller	<p><a href="#">European Data Protection Supervisor (EDPS)</a> <b>Postal address:</b> Rue Wiertz 60, B-1047 Brussels <b>Office address:</b> Rue Montoyer 30, B-1000 Brussels <b>Telephone:</b> +32 2 283 19 00 <b>Email:</b> <a href="mailto:edps@edps.europa.eu">edps@edps.europa.eu</a></p> <p>Department responsible to maintain the record: Information and Communication Sector, contact e-mail: <a href="mailto:press@edps.europa.eu">press@edps.europa.eu</a></p> <p>Other EDPS departments can be responsible, depending on the event organised.</p> <p>Contact form for enquiries on processing of personal data to be preferably used: <a href="https://edps.europa.eu/node/759">https://edps.europa.eu/node/759</a></p>



Nr.	Item	Description
4.	Name and contact details of DPO	<a href="mailto:dpo@edps.europa.eu">dpo@edps.europa.eu</a>
5.	Name and contact details of joint controller (where applicable)	Joint controllers may exist based on the context of the event: to be specified in data protection notices specific to events.
6.	Name and contact details of processor (where applicable)	<p>Processors may exist based on the context of the event (e.g. contractors and sub-contractors used for general organisation, for management and payment of registrations, etc.): to be specified in data protection notices specific to events.</p> <p>When video-conference tools (VCT) are used (including, but not limited to, Webex, WebMeeting) service providers are, as a rule, data processors.</p> <p>The European Parliament (EP) provides to the EDPS Webex and WebMeeting on the basis of the Cooperation Agreement between the two institutions.</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"> <li>- processing invitations and participation request</li> <li>- processing fees of participation in the event, if applicable</li> <li>- secure access to the EDPS premises (managed by the EP), to the premises of EP and of the European Commission (EC), as applicable. Processing of personal data for access control to EDPS and EP premises is covered by record no. 34 - <a href="#">Access to building and parking policy for staff</a></li> <li>- event reporting including taking photos and audio-video recordings and their possible distribution and publication, where applicable (record 54 - <a href="#">EDPS use of Social Media</a>)</li> </ul>



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		<ul style="list-style-type: none"> <li>- event follow-up actions such as distribution of reports</li> </ul> <p>The processing of contact details is for communication purposes linked to the particular event organised and for inviting to future similar events.</p> <ul style="list-style-type: none"> <li>- using VCT platform for organising online events</li> </ul> <p>The EDPS may use a VCT (including, but not limited to Webex, WebMeeting) to host online events. If technically possible, participants will not need to sign in to the platform to attend the event. Following the indications provided in the invitation may suffice (link or Meeting ID and password to join). Participants will be requested to indicate only their username of choice, unless otherwise indicated. Participants may opt to provide their full name and/or their organisational entity.</p> <ul style="list-style-type: none"> <li>- recording of event sessions;</li> </ul> <p>If the event is recorded, participants will be informed at the moment of registration. If the VCT tool used enables to limit the recording only to the speakers, this will be the default option. If this is not feasible, information will be provided as to how and when consent to the recording can be provided. Consent will always be requested in advance. Participants who do not consent to be recorded should indicate a pseudonym (instead of their real name), keep their camera and microphone off and only ask questions through the chat function.</p> <ul style="list-style-type: none"> <li>- reimbursement of travel and/or accommodation expenses (record 13 - <a href="#">Financial management/transactions</a>)</li> <li>- management of dietary preferences, if applicable;</li> <li>- management of personal data in order to accommodate persons with disabilities, if applicable</li> </ul>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p><u>Categories of individuals whose personal 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, from the Internet) and from personal contacts (e.g. via business cards).</p>



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		<p><u>Categories of personal data processed:</u></p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> <li>- Photos and videos where event participants appear - taken by EDPS staff or by others on behalf of EDPS staff, based on participants' consent. The EDPS is not responsible for photos/videos taken by participants themselves.</li> <li>- Dietary preferences, where applicable, provided <u>optionally</u> by participants.</li> <li>- Information needed to access EC premises and to reserve a parking lot 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).</li> <li>- Login credentials in case of online registrations.</li> </ul>
9.	Time limit for keeping the data	<ul style="list-style-type: none"> <li>- Contact details to register in events: deleted after the last action of the event follow-up, unless the participants have given their consent that they may be used by the EDPS to invite them to future similar events.</li> <li>-The EDPS in general does not collect and never further processes directly personal data used for the payment of the registration to the event. The retention period of those personal 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 specific event data protection notice. The EDPS has the duty to verify the contractor's compliance with applicable rules.</li> </ul>



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		<ul style="list-style-type: none"> <li>- Photos and videos: archived after 10 years (not available any more on the EDPS website)</li> <li>- Dietary preferences and personal data regarding disabilities: deleted after the event follow-up</li> <li>- Information needed to access EC premises, if applicable: the EDPS will delete these personal data at the latest ten working days after the event. The EC will keep them for six months, according to the rules described in its <a href="#">record</a> and <a href="#">data protection notice</a>. Please check relevant info in the EC <a href="#">record</a> and <a href="#">data protection notice</a> (see section 7)</li> <li>- Information needed to access EP premises, if applicable: the EDPS will delete these personal 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 <a href="#">record</a> and <a href="#">data protection notice</a>.</li> </ul>
10.	Recipients of the data	<ul style="list-style-type: none"> <li>- EDPS staff managing the event on a need to now basis (for contact details, dietary preferences, photos and videos, disabilities)</li> <li>- Participants in the event (limited to contact details, if participants have given their consent)</li> <li>- Where applicable, contractors processing the event organisation, photos and videos, catering, payment related data.</li> <li>- Where applicable, the general public for photos and videos posted on EDPS website and EDPS social media websites.</li> <li>- EC or EP security staff, if the event takes place in these institutions' premises, limited only to the personal data necessary to access those premises (see section 8). For details refer to relevant info in their respective records (<a href="#">EC</a> and <a href="#">EP</a>) and data protection notices (<a href="#">EC</a> and <a href="#">EP</a>).</li> </ul>
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	It will depend on the specificities of the event organised. For example, transfers to international organisations might occur in case of events organised by the EDPS and international organisations. Also, transfers outside of the EU/EEA might occur when using VCTs. Specific information will be included in specific data protection notices of events.



Nr.	Item	Description
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 records (<a href="#">EC</a> and <a href="#">EP</a>) and data protection notices (<a href="#">EC</a> and <a href="#">EP</a>).</p> <p>Specific information security measures are applicable to each VCT used. For Webex, refer to section 7 of <a href="#">Cisco privacy data sheet and to the EDPS specific record</a>.</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:	Specific data protection notices will be published for each event.

