

## 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.

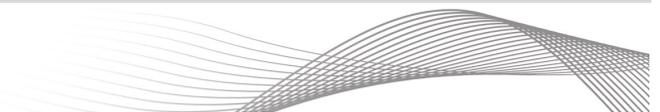
Nr.	Item	Description
		<b>Management of meetings, conferences and other events (“events”) organised by the EDPS</b>
1.	Last update of this record	<b>16/02/2023</b>
2.	Reference number	<b>42</b>
3.	Name and contact details of controller	<p><a href="#">European Data Protection Supervisor (EDPS)</a> <b>Postal 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> <p>When video conference tools (VCTs) provided by the European Parliament (e.g. Cisco Webex; Web Meeting) are used the EP-DG ITEC is controller regarding the technical and legal aspects that it decides upon such as for example the contractual</p>



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		<p>clauses concluded with Cisco, as well as regarding technical customisation done at ITEC level and over which EDPS does not have any control or the possibility to alter.</p> <p>European Parliament            DG ITEC - Individual Equipment &amp; Logistics Unit (EQUILOG)  <a href="mailto:ITEC-DPO-EQUILOG@europarl.europa.eu">ITEC-DPO-EQUILOG@europarl.europa.eu</a></p> <p>You can find the EP Data Protection Statement here (<a href="https://www.europarl.europa.eu/data-protect/reportPdf/printPrivacyStatement.do;jsessionid=0CC8F364B5DD0BDB79943F458451A72B?prefix=V3&amp;nr=570">https://www.europarl.europa.eu/data-protect/reportPdf/printPrivacyStatement.do;jsessionid=0CC8F364B5DD0BDB79943F458451A72B?prefix=V3&amp;nr=570</a>).            Contact for enquiries: EP DPO - <a href="http://www.europarl.europa.eu/at-your-service/en/stay-informed/data-protection">http://www.europarl.europa.eu/at-your-service/en/stay-informed/data-protection</a></p> <p>The EDPS is controller regarding the business processing of personal data when VCTs are used for the events it organises (this includes business choices made on the use of the features of video conferencing tool, such as meeting recording).</p> <p>You can find the EDSP Data Protection notice on Cisco Webex here: <a href="https://edps.europa.eu/data-protection/our-work/publications/data-protection-notice/use-video-conferencing-software-cisco-en">https://edps.europa.eu/data-protection/our-work/publications/data-protection-notice/use-video-conferencing-software-cisco-en</a> and the record here: <a href="https://edps.europa.eu/system/files/2022-02/58-record-of-processing-activity-webex-public-en.pdf">https://edps.europa.eu/system/files/2022-02/58-record-of-processing-activity-webex-public-en.pdf</a>.</p>
4.	Name and contact details of EDPS 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	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.



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	(where applicable)	
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 no. 54 - <a href="#">EDPS use of Social Media</a> and record no. 63 - <a href="#">EDPS record of processing activity - EU Voice</a>).</li> <li>- event follow-up actions such as distribution of reports</li> <li>- the processing of contact details is for communication purposes linked to the particular event organised and for inviting to future similar events.</li> <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 to join the meeting (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</p>



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		<p>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> <li>- organising, managing and publishing podcasts;</li> </ul> <p>In order to organise, manage and publish podcasts, the EDPS will process personal data so as to contact and invite possible participants to the podcast and manage participation while the podcast is being produced (including sharing contact details with other speakers if needed). Personal data will be processed for the developing of the podcast (including the recording/creation, transcription, editing and storing of audio and/or video recordings of the podcast episodes). Personal data will also be processed for the publishing and dissemination of the audio version of the podcast (on the EDPS website, its social media platforms and RSS feed) and any related materials, that may have been provided by the interviewee in the context of the podcast.</p>
	<p>Description of categories of persons whose data the EDPS processes and list of data categories</p>	<p><u>Categories of individuals whose personal data the EDPS processes:</u></p> <ul style="list-style-type: none"> <li>- 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).</li> <li>- Persons who have been identified as potential interviewees for podcasts and persons who accepted to be interviewed for EDPS podcast series</li> </ul> <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; email address.</li> </ul> <p>These may be shared among the participants of the event for networking purposes based on participants' consent.</p> <ul style="list-style-type: none"> <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> </ul>



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		<ul style="list-style-type: none"> <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 in personal capacity.</li> <li>- Dietary preferences, where applicable, provided <u>optionally</u> by participants.</li> <li>- Information needed to access event venue: 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> <li>- Regarding podcasts: <ul style="list-style-type: none"> <li>• Name and surname</li> <li>• Professional and/or academic title</li> <li>• The name and type of the organisation represented/professional affiliation by the participant</li> <li>• Views the participant have provided during the interview</li> <li>• Audio and video recordings of the participant (the video recordings will not be published or disseminated) Recordings may be subject to editing, without substantially changing the views provided by the participant</li> <li>• Picture</li> <li>• A short biography of the participants</li> <li>• Other personal data that may be provided by the participants in the context of their participation</li> </ul> </li> </ul>
8.	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>- As a rule, the EDPS does not collect and further processes 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 the applicable rules</li> <li>- Photos and videos: archived after 10 years (after that time not available any more on the EDPS website)</li> <li>- Dietary preferences and personal data regarding disabilities: deleted after the event follow-up</li> </ul>



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		<ul style="list-style-type: none"> <li>- Personal data needed to access EC premises, if applicable: the EDPS will delete these personal data at the latest 10 working days after the event. The EC will keep those personal data for 6 months, according to the rules described in its <u>record</u>.</li> <li>- Personal data needed to access EP premises, if applicable: the EDPS will delete these personal data at the latest 10 working days after the event. The EP will store your personal data for the time of the validity of the accreditation period and, after the termination of the validity, for 2 years (off-line) for possible investigation needs. Please check relevant info in the EP <u>record</u> and <u>data protection notice</u>.</li> <li>- In case of podcasts, event material will be removed, including audio recordings, biography publications, photos and other personal data provided from the EDPS websites, after 10 years, so that it will no longer be available online on the EDPS websites or directly accessible in the EDPS file systems. Once these 10 years have passed, the published material, including your personal data, may be archived, according to the EDPS archiving policy. When it comes to data published online, it can be used by third parties for their own purposes, in their own platforms, and sometimes without the EDPS being informed. In such cases, it may not be possible for the EDPS, notwithstanding any implemented safeguards, to ensure removal from the Internet.</li> </ul>
9.	Recipients of the data	<ul style="list-style-type: none"> <li>- EDPS staff managing the event on a need to know 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>).</li> </ul>
10.	Are there any transfers of personal data to third countries or international	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 certain VCTs. Specific information will be included in specific data protection notices of events.



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	organisations? If so, to which ones and with which safeguards?	
11.	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>).</p> <p>Specific information security measures are applicable to each VCT used and will be included in specific data protection notices of events.</p>
12.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	<p>Specific data protection notices will be published for each event.</p>

