

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

► Request for dissemination of data and information collected, generated or held by EIOPA

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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 internal Data Controller(s)
Head of EIOPA's Risks and Financial Stability Department Westhafenplatz 1, 60327 Frankfurt am Main, Germany DataController@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 (DAPU), Risks and Financial Stability 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 personal data is required to process and respond to the request for dissemination of data and information collected, generated or held by EIOPA in accordance with the Working Instructions (EIOPA-24/650, 15 August 2024). Such requests might be received via various channels, including general EIOPA functional inboxes, and are then forwarded for further assessment to the Data Committee Coordinator, and might be thereafter shared with relevant experts, Chief Data Officer (Head of Data Analysis and Processes Unit - DAPU) and Members of the Data Committee for the decision-making regarding the requested data dissemination.</p> <p>The following personal data will be collected with the retention period of 5 years:</p> <ul style="list-style-type: none">• Name, surname• Email address.
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 checked="" type="checkbox"/> Other (please give details): respond to the requestors</p>
Lawfulness of Processing
<ul style="list-style-type: none">• Legal Basis justifying the processing: Regulation (EU) No 1094/2010 (EIOPA Regulation)• Processing is necessary:<ul style="list-style-type: none"><input checked="" type="checkbox"/> for the performance of a task carried out in the public interest<input type="checkbox"/> for compliance with a legal obligation to which the Controller is subject<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<input type="checkbox"/> in order to protect the vital interests of the data subject or of another natural person <p>Or</p> <p><input type="checkbox"/> Data subject has given his/her unambiguous, free, specific and informed consent</p>

DATA SUBJECT'S RIGHTS

Information on how to exercise data subject's rights
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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 EIOPA-Data-dissemination@eiopa.europa.eu or 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).

Restrictions:

Without prejudice to the above, rights might be restricted in accordance with EIOPA's decision on the restriction of data subject's rights (EIOPA-MB-19-056). If restrictions are applicable, please complete below the legal basis and the purpose:

.....N/A.....

CATEGORIES OF DATA SUBJECTS & PERSONAL DATA

Categories of Data Subjects

- ☐ EIOPA Temporary or Contract Agents
- ☐ SNEs or trainees
- ☐ Visitors to EIOPA (BOS, MB, WG, Seminars, Events, other)
- If selected, please specify:
- ☐ Providers of good or services
- ☒ Complainants, correspondents and enquirers
- ☐ Relatives and associates of data subjects
- ☐ Other (please specify):

Categories of personal data

(a) General personal data:

The personal data contains:

- ☒ Personal details (name, address etc)
- ☒ Education & Training details (only if voluntarily provided by the requestor of data)
- ☒ Employment details (only if voluntarily provided by the requestor of data)
- ☐ Financial details
- ☐ Family, lifestyle and social circumstances
- ☐ Other (please give details):

(b) Special categories of personal data

The personal data reveals:

- ☐ Racial or ethnic origin
- ☐ Political opinions
- ☐ Religious or philosophical beliefs
- ☐ Trade union membership
- ☐ Genetic or Biometric data
- ☐ Data concerning health, sex life or sexual orientation

CATEGORIES OF RECIPIENTS & DATA TRANSFERS

Recipient(s) of the data

- ☐ Managers of data subjects
- ☒ Designated EIOPA staff members
 - If selected, please specify:
 - Data Committee Coordinator
 - Head of DAPU
 - Members of the Data Committee
 - EIOPA Staff from Communications Team responsible for external communication
 - EIOPA Staff from DAPU supporting the processing and assessing the request for dissemination of data and information collected, generated or held by EIOPA in accordance with the Working Instructions (EIOPA-24/650, 15 August 2024).
- ☐ Relatives or others associated with data subjects
- ☐ Current, past or prospective employers
- ☐ Healthcare practitioners
- ☐ Education/training establishments
- ☐ Financial organisations
- ☐ External contractor
- ☐ Other (please specify):
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Data transmissions and transfer(s)

- ☐ Other EU institutions/agencies/bodies N/A
- ☐ Other recipients within the EU (e.g. NCAs) N/A
- ☐ To third countries

If selected, please specify:N/A.....

Whether suitable safeguards have been adopted:

- ☐ Adequacy Decision of the European Commission²
- ☐ 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:

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:

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RETENTION PERIOD & SECURITY MEASURES

Retention period

How long will the data be retained?

5 years

For further processing envisaged beyond the original retention period for historical, statistical or scientific purposes, please specify whether the personal data will be anonymised:

- ☒ No
- ☐ Yes

Technical & organisational security measures taken

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

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'.