

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

▶ EIOPA's Stakeholders Groups

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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: Institutional Relations, Strategy and Implementation (Corporate Affairs Department) Stakeholder.Groups@eiopa.europa.eu

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>Personal data of Insurance and Reinsurance Stakeholder Groups and the Occupational Pensions Stakeholder Groups (collectively “SHG”) members is collected and processed for (i) the selection and appointment the SHG as provided for in Article 37 of EIOPA’s founding Regulation (EU) 1094/2010; and (ii) facilitation of working relations between EIOPA’s staff members and member of these groups, in particular regarding the submission of the SHG’s opinions and advice to EIOPA and the organisation of SHG meetings. The personal data is also collected and processed to ensure transparency towards external parties in view of the work of SHG.</p> <p>More precisely, their personal data is processed in the following ways:</p> <p>a) The information provided in the CV and motivation letters of candidates/applicants (such as education and employment details, and possibly trade union memberships), are stored on EIOPA’s shared drive.</p> <p>b) SHG members’ CVs with a picture are published on EIOPA’s website.</p> <p>c) SHG members’ names appear in published documents (EIOPA Annual Report, SHG activity report, summary of conclusions of SHG meetings).</p> <p>d) Records are kept regarding their attendance to SHG meetings (participation lists with their signature).</p> <p>e) The contact details of attendants of SHG meetings are shared with other meeting attendees (e.g. EU Commission and NCAs) for networking purposes.</p> <p>f) Financial data is processed by EIOPA’s Finance Unit for the purpose of the reimbursement of meeting expenses of some SHG members.</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
<p>Legal Basis justifying the processing:</p> <ul style="list-style-type: none"> - Article 37 of the EIOPA Regulation - Rules of procedure to select members of EIOPA’s Stakeholder Group (EIOPA-BoS-20-30) - Rules of Procedure of the EIOPA’s Insurance and Reinsurance Stakeholder Group and of the EIOPA’s Occupational Pensions Stakeholder Group, as they are adopted at the start of each mandate <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>

<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
Or
<input type="checkbox"/> 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:
<ul style="list-style-type: none">• 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 [Stakeholder.Groups@eiopa.europa.eu] or DPO@eiopa.europa.eu .
<u>Complaint:</u>
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
<input checked="" type="checkbox"/> EIOPA permanent staff, Temporary or Contract Agents (e.g. members of Selection Panel)

<input type="checkbox"/> SNEs or trainees <input checked="" type="checkbox"/> Visitors to EIOPA (BOS, MB, WG, Seminars, Events, other) If selected, please specify: candidates/applicants and members of SHG <input type="checkbox"/> Providers of good or services <input type="checkbox"/> Complainants, correspondents and enquirers <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> The personal data contains: <input checked="" type="checkbox"/> Personal details (name, address etc) <input checked="" type="checkbox"/> Education & Training details <input checked="" type="checkbox"/> Employment details <input checked="" 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> The personal data reveals: <input checked="" type="checkbox"/> Racial or ethnic origin - from SHG members' pictures published on EIOPA's website <input type="checkbox"/> Political opinions <input type="checkbox"/> Religious or philosophical beliefs <input checked="" 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 If selected, please specify: Members of the IRSI team responsible for managing SHG, members of the Selection Panel, any staff member participating in the SHG meeting or otherwise dealing with the SHG related matters (e.g., Finance Unit for reimbursements). <input type="checkbox"/> Relatives or others associated with data subjects

No

Yes

In case of an automated decision-making or profiling, please explain:

Retention Period & Security Measures

Retention period

How long will the data be retained?

The following retention periods shall apply to the personal data collected:

- For the SHG appointed members who are granted reimbursement: 5 years after the expiry of their mandate;
- For the SHG appointed members not granted reimbursement: 2.5 years after the expiry of their mandate;
- For the candidates/applicants for the position of member of SHGs who are inserted in the reserve list: until a new Call for Expressions of Interest is published. If such a candidate is then appointed member of a SHG, his/her data will be further retained for one of the above-mentioned retention periods, depending on his/her right to reimbursement;
- For other candidates/applicants: 1 year following the conclusion of the selection procedure;
- In case of a legal challenge, the above dates shall be extended to two years following the completion of all relevant proceedings;
- Personal data published on EIOPA's website related to the SHG membership are kept until the expiration of the mandate/resignation by the member;
- Personal data published in EIOPA's publications may stay on the internet indefinitely.

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

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'.