

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

### ▶ Colleges of supervisors' Contact List

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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) <sup>1</sup> .
Contact Details of Data Controller(s)
Fausto Parente, Executive Director Westhafenplatz 1, 60327 Frankfurt am Main, Germany <a href="mailto:fausto.parente@eiopa.europa.eu">fausto.parente@eiopa.europa.eu</a>
Contact Details of the Data Protection Officer
Eleni Karatza Westhafenplatz 1, 60327 Frankfurt am Main, Germany <a href="mailto:dpo@eiopa.europa.eu">dpo@eiopa.europa.eu</a>
Contact Details of Processor
EIOPA's Team/Unit/Department responsible for the processing: Oversight Department Email Address: <a href="mailto:Oversight_Unit@eiopa.europa.eu">Oversight_Unit@eiopa.europa.eu</a>

<sup>1</sup> 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 (contact details) of the EU/EEA members (solo and group supervisors) being part of a College of Supervisors ("College"), as well as of other EU/EEA College participants, are sent to EIOPA via the EIOPA Register ("List of Groups") by respective NCAs.</p> <p>The "Colleges Contact List" (excel file) contains the personal data extracted from EIOPA Register by EIOPA staff. The Colleges Contact List is published on EIOPA's Extranet under a specific secure folder called: "Colleges Contact List", accessible to all EU/EEA College members and participants that have been granted access (after verification).</p> <p>The accuracy of the data included in the Colleges Contact List depends on the information included in EIOPA's Register for Groups (necessary for solvency reporting submitted by the EU/EEA NCAs) completed by the NCAs.</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 checked="" type="checkbox"/> Information administration</p> <p><input type="checkbox"/> Other (please give details):</p>
Lawfulness of Processing
<ul style="list-style-type: none"> <li>• Legal Basis justifying the processing: <ul style="list-style-type: none"> <li>- Article 21 of the EIOPA Regulation (EU) 1094/2010:</li> </ul> </li> <li>• Processing is necessary: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> for the performance of a task carried out in the public interest – Article 5(1)(a) of the Regulation</li> <li><input type="checkbox"/> for compliance with a legal obligation to which the Controller is subject</li> <li><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</li> <li><input type="checkbox"/> in order to protect the vital interests of the data subject or of another natural person</li> </ul> </li> </ul> <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 [CollegesContactlist@eiopa.europa.eu](mailto:CollegesContactlist@eiopa.europa.eu) or [DPO@eiopa.europa.eu](mailto: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](mailto:DPO@eiopa.europa.eu)). Alternatively, data subjects can also have at any time recourse to the European Data Protection Supervisor ([www.edps.europa.eu](http://www.edps.europa.eu)).

### Categories of Data Subjects & Personal Data

#### Categories of Data Subjects

- EIOPA permanent staff, 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): EU/EEA College members and participants

Categories of personal data
<p><b>(a) General personal data:</b></p> <p>The personal data contains:</p> <p><input checked="" type="checkbox"/> Personal details (name, address etc)</p> <p><input type="checkbox"/> Education &amp; Training details</p> <p><input checked="" type="checkbox"/> Employment details</p> <p><input type="checkbox"/> Financial details</p> <p><input type="checkbox"/> Family, lifestyle and social circumstances</p> <p><input type="checkbox"/> Other (please give details):</p> <p><b>(b) Special categories of personal data</b></p> <p>The personal data reveals:</p> <p><input type="checkbox"/> Racial or ethnic origin</p> <p><input type="checkbox"/> Political opinions</p> <p><input type="checkbox"/> Religious or philosophical beliefs</p> <p><input type="checkbox"/> Trade union membership</p> <p><input type="checkbox"/> Genetic or Biometric data</p> <p><input type="checkbox"/> Data concerning health, sex life or sexual orientation</p>

### Categories of Recipients & Data Transfers

Recipient(s) of the data
<p><input type="checkbox"/> Managers of data subjects</p> <p><input checked="" type="checkbox"/> Designated EIOPA staff members</p> <p>If selected, please specify:</p> <ul style="list-style-type: none"> <li>- Staff managing the contact lists.</li> <li>- College-specific: staff participating in a specific college.</li> </ul> <p><input type="checkbox"/> Relatives or others associated with data subjects</p> <p><input type="checkbox"/> Current, past or prospective employers</p> <p><input type="checkbox"/> Healthcare practitioners</p> <p><input type="checkbox"/> Education/training establishments</p> <p><input type="checkbox"/> Financial organisations</p> <p><input type="checkbox"/> External contractor</p> <p><input checked="" type="checkbox"/> Other (please specify):</p> <ul style="list-style-type: none"> <li>- College members and participants from the EU/EEA</li> <li>- European Commission, European Parliament, European Systemic Risk Board, European Banking Authority, European Securities Markets Authority (in case of an emergency situation).</li> </ul>

<p>Note: Pursuant to Article 3(13) of the Regulation, public authorities (e.g., the EDPS, Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The processing of those data by those public authorities shall be compliant with the applicable data protection rules according to the purposes of the processing.</p>
<b>Data transfer(s)</b>
<p><input checked="" type="checkbox"/> Within EIOPA or to other EU Institutions/Agencies/Bodies                  If selected, please specify:                  European Commission, European Parliament, European Systemic Risk Board, European Banking Authority, European Securities Markets Authority.</p> <p><input checked="" type="checkbox"/> To other recipients within the EU (e.g. NCAs): other EU/EEA NCAs who are members of the college.</p> <p><input type="checkbox"/> To third countries                  If selected, please specify:                  Whether suitable safeguards have been adopted:  <input type="checkbox"/> Adequacy Decision of the European Commission<sup>2</sup>  <input type="checkbox"/> Standard Contractual Clauses (SCC)  <input type="checkbox"/> Binding Corporate Rules (BCR)  <input type="checkbox"/> Administrative Arrangements between public Authorities (AA)</p> <p><input type="checkbox"/> To international organisations                  If selected, please specify the organisation and whether suitable safeguards have been adopted:</p>
<p>Data subjects could obtain a copy of SCC, BCR or AA here:                  N/A (no international transfers are conducted by EIOPA in the context of college; relevant NCAs, as data controllers concerning any meetings, correspondence and otherwise organisation and functioning of the college, are responsible for putting in place suitable safeguards, if applicable, for college members that are from outside the EU/EEA).</p>

**Automated Decision Making**

<b>Automated Decision-making, including profiling</b>
<p>A decision is taken in the context of this processing operation solely on the basis of automated means or profiling:</p> <p><input checked="" type="checkbox"/> No  <input type="checkbox"/> Yes</p>

<sup>2</sup> Third countries for which the European Commission has issued adequacy decisions are the following: [Adequacy decisions \(europa.eu\)](https://european-council.europa.eu/media/e404001c-325c-4761-995c-4160c800223c/default.aspx?lang=en)

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 personal data extracted from EIOPA register into the Colleges Contact List are updated on a regular basis (quarterly). Only the latest version of the Colleges Contact List is kept in the secure folder called "Colleges Contac list" on EIOPA's Extranet for as long as the colleges exist under EIOPA Regulation.

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'.