

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

▶ External and internal communications activities

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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: Communications Team

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 following processings of personal data are undertaken by EIOPA's Communications Team:</p> <ul style="list-style-type: none"> • Maintenance of media contacts - includes names, surnames, address, email, phone number and employment details of the key journalists who agreed and are interested in receiving EIOPA's news. Database is stored on EIOPA's shared drive ERIS. • Database of speaking engagements and of staff's and senior management's meetings with, and visits of, external stakeholders - includes names, surnames and job titles of EIOPA staff members and management that engage in external or internal speaking engagements and meetings. It also includes names, surnames and employment details of the external conference organisers or meeting participants/organisers/visitors. Database is stored on EIOPA's shared drive ERIS. • Public enquiries, complaints, and media enquiries – can includes names, surnames, email address of the requesters. The enquiries/complaints are saved in folders in Outlook and where needed, shared with other relevant Departments on a need to know basis. • Database of newsletter subscribers – covered by a separate dedicated record on subscriptions to newsletters. • Photographs in the framework of events - the Communications team may take, with data subjects' explicit consent, photos of (former) staff members, visitors groups, photos of other individuals in the margins of the BoS meetings, conferences and other speaking engagements. Those photos are stored on internal I:drive. Photos may also be published with data subjects' explicit consent. • The website contains photos and CVs of EIOPA Senior Management and Heads/Deputy Heads of Departments, Management Board and Board of Supervisors Members, and Members of Stakeholder Groups. • InciderNet (intranet) contains the following types of staff members' personal data: 'Internal News' may contain staff member names, (work) contact details and job titles. Staff member names are also included in the 'Team' section, 'Newcomers' News' and 'Staff Committee' section. Staff members may also give their contact details when posting internal ads (all posts are voluntary), and contributing to any of the discussion forums (voluntary). The InciderNet also contains a few pictures of EIOPA staff members (photos of previous events and profile photos of colleagues). • Publications and audiovisual materials may contain photos, names and employment details, as applicable, of (former) staff members, Management Board and Board of Supervisors Members, Members of Stakeholder Groups. The publications are typically published on EIOPA's website and the information can also be shared on social media.
Purpose (s) of the processing
<input checked="" type="checkbox"/> Staff administration <input checked="" type="checkbox"/> Relations with external parties <input type="checkbox"/> Procurement and accounting <input type="checkbox"/> Administration of membership records <input type="checkbox"/> Auditing <input checked="" type="checkbox"/> Information administration <input type="checkbox"/> Other (please give details):

Lawfulness of Processing

- Legal Basis justifying the processing:
 - Regulation (EU) No 1094/2010 (EIOPA Regulation).
 - Procedures on External Communications Activities (available on EIOPA's incidernet).
 - Processing is necessary:
 - for the performance of a task carried out in the public interest – Article 5(1)(a) of the Regulation
 - for compliance with a legal obligation to which the Controller is subject
 - 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
 - in order to protect the vital interests of the data subject or of another natural person
- Or
- Data subject has given his/her unambiguous, free, specific and informed consent: in case of taking and publishing photos/videos in EIOPA's publications or on social media

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:

- 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 [communicationsteam@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).

Categories of Data Subjects & Personal Data

Categories of Data Subjects
<p><input checked="" type="checkbox"/> EIOPA permanent staff, Temporary or Contract Agents</p> <p><input checked="" type="checkbox"/> SNEs or trainees</p> <p><input checked="" type="checkbox"/> Visitors to EIOPA (BOS, MB, WG, Seminars, Events, other)</p> <p style="margin-left: 20px;">If selected, please specify: any visitors where visit is organized by the Communications team, e.g. student groups</p> <p><input type="checkbox"/> Providers of good or services</p> <p><input checked="" type="checkbox"/> Complainants, correspondents and enquirers</p> <p><input type="checkbox"/> Relatives and associates of data subjects</p> <p><input checked="" type="checkbox"/> Other (please specify): Members of the Board of Supervisors, Management Board and Stakeholder Groups, journalists, subscribers to newsletters (covered by a separate dedicated record)</p>
Categories of personal data
<p>(a) General personal data:</p> <p>The personal data contains:</p> <p><input checked="" type="checkbox"/> Personal details (name, address etc)</p> <p><input checked="" type="checkbox"/> Education & 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) Special categories of personal data</p> <p>The personal data reveals:</p> <p><input checked="" type="checkbox"/> Racial or ethnic origin (if evident from a photo or video)</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: InCiderNet – all staff; data available on EIOPA’s website/publications/media: general public; speaking engagements and media database – Communications Team members; Complaints/Enquiries – any relevant staff member on a need to know basis</p> <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): Photos and videos published on the website and other channels are accessible to the general public.</p>
Data transfer(s)
<p><input checked="" type="checkbox"/> Within EIOPA or to other EU Institutions/Agencies/Bodies</p> <p>If selected, please specify: enquiries/complaints may be shared with staff members relevant for addressing the subject matter of the enquiry/complaint.</p> <p><input type="checkbox"/> To other recipients within the EU (e.g. NCAs)</p> <p><input type="checkbox"/> To third countries</p> <p>If selected, please specify:</p> <p>Whether suitable safeguards have been adopted:</p> <p><input type="checkbox"/> Adequacy Decision of the European Commission²</p> <p><input type="checkbox"/> Standard Contractual Clauses (SCC)</p> <p><input type="checkbox"/> Binding Corporate Rules (BCR)</p> <p><input type="checkbox"/> Administrative Arrangements between public Authorities (AA)</p> <p><input type="checkbox"/> To international organisations</p> <p>If selected, please specify the organisation and whether suitable safeguards have been adopted:</p>

² Third countries for which the European Commission has issued adequacy decisions are the following: [Adequacy decisions \(europa.eu\)](https://www.europa.eu/adequacy-decisions).

Data subjects could obtain a copy of SCC, BCR or AA here:

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:

Retention Period & Security Measures

Retention period

How long will the data be retained?

Database of media contacts is updated regularly, following communication with the persons included in such lists. Data subjects' personal details are kept in such lists until they withdraw their request for being included there.

Personal data in the database of speaking engagements will be kept up to 5 years.

Personal data on incidernet will be kept up to 5 years.

Photos and CVs of EIOPA Senior Management and Heads/Deputy heads of Departments, Management Board and Board of Supervisors Members, and Members of Stakeholder Groups are kept for as long as the person in question holds the relevant position.

Photos and other personal data stored internally are kept for 5 years from the date of storage.

Personal data included in publications, photos or video recordings published by EIOPA, may remain available on the internet indefinitely.

Emails (enquiries/complaints/other requests) stored in Outlook are automatically deleted (archived) 1 year after the creation.

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".