



EIOPA-DPO-17-013\_Rev1

**Record of personal data processing  
relating to EIOPA's  
Board of Supervisors and Management Board  
(Art.31(5) Regulation (EU)1725/2018<sup>1</sup>)**

**EIOPA's Data Controller**

The controller responsible for the processing is EIOPA's Executive Director.

Address and email address of the controller:

Westhafenplatz 1, 60327 Frankfurt am Main, Germany

[fausto.parente@eiopa.europa.eu](mailto:fausto.parente@eiopa.europa.eu)

**EIOPA's Data Protection Officer**

Westhafenplatz 1, 60327 Frankfurt am Main, Germany

[dpo@eiopa.europa.eu](mailto:dpo@eiopa.europa.eu)

**External Processor(s) / Joint Controller(s)**

N/A

**Purpose of the processing**

Personal data of the members of EIOPA's Board of Supervisors (BoS) and Management Board (MB) are collected and processed in order to facilitate the working relations between them and EIOPA staff members, the decision taking process within EIOPA and the organisation of BoS and MB meetings.

More precisely, personal data of BoS and MB members<sup>2</sup> are processed in the following ways:

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<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

<sup>2</sup> EIOPA MB and BoS members and other participants to the MB and BoS meetings, as defined in the Rules of Procedure of the MB (Article 1) and the BoS (Article 1) (further referred as "members").

- a) The names of MB and BoS members (as well as their alternates) are published on EIOPA's website, in EIOPA Annual Reports, as well as in the minutes of the respective boards' meetings;
- b) Photos of MB members are published on EIOPA website;
- c) Declarations of interests of BoS members (as well as their alternates) are published on EIOPA's website;
- d) Records are kept regarding the attendance at BoS meetings (e.g. originals and scanned versions of participants' lists with their signature, Powers of Attorney);
- e) A contact list of the BoS members and alternates including their name, position, phone numbers, email address, name and address of employer are uploaded on EIOPA's Extranet and shared I-Drive;
- f) The names of BoS members and the names of the persons delegated by the latter to attend EIOPA's Strategy Day are shared with the hosting authority;
- g) The CVs of the candidates for becoming MB members, IAIS ExCo representatives, chairs of the working committees, are processed in view of elections.

### **Categories of data subjects & Personal data collected**

The following types of personal data are being processed:

- Contact details (name, email address, phone numbers, etc.) in order to facilitate contacts between/with MB or BoS members;
- The information provided in CVs (such as education and employment details) for elections;
- Declarations of interests for the management of conflicts of interest.

### **Recipients of personal data**

The collected personal data are disclosed to:

- a) Designated EIOPA staff members;
- b) Other MB or BoS members;
- c) The European Commission, European Court of Auditors; and
- d) on EIOPA's website, as described above.

### **Transfer of personal data to a third country or international organisation. If so, to which ones and with which safeguards?**

No personal data are sent to a third country or an international organisation in the context of this processing activity.

### **Retention period**

Names/photos of MB and BoS members are published on EIOPA website up until the end of their mandates.

Documents such as Annual Reports and minutes of the MB and BoS meetings are published on EIOPA's website for an unlimited time.

Personal data included on the MB and BoS members' lists, such as contact and participants' lists, are stored for 2 years following the end of the person's membership at EIOPA's MB and BoS.

CVs are kept both in electronic and paper format until the end of the MB members' mandate or, in case the persons concerned were not selected, until the conclusion of the respective selection procedure.

Declarations of interests are kept for the duration of BoS members' mandate and for further 3 years.

### **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. More precisely:

- Paper copies of collected documents are kept in a locked cupboard, where access can only have persons authorised on a need-to-know basis;
- Electronic files are stored in EIOPA's document management system, Outlook and Extranet with restricted access rights.

### **Information on how to exercise data subject's rights**

Data subjects may exercise the data privacy rights provided in Articles 17 to 24 of the Regulation (EU) 1725/2018.

To exercise these rights, please contact: [eiopaboard@eiopa.europa.eu](mailto:eiopaboard@eiopa.europa.eu) or [DPO@eiopa.europa.eu](mailto:DPO@eiopa.europa.eu).

For more information on the processing of personal data and on how to exercise the above rights, please refer to EIOPA's Legal Notice:

[https://www.eiopa.europa.eu/legal-notice\\_en#PersonalDataProtection](https://www.eiopa.europa.eu/legal-notice_en#PersonalDataProtection)