



EIOPA-DPO- 18/006

**Record of personal data processing
related to EIOPA trainings & events –
Distribution & contact lists held by EIOPA
(Art.31(5) Regulation (EU)1725/2018¹)**

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

EIOPA's Data Protection Officer

Westhafenplatz 1, 60327 Frankfurt am Main, Germany

dpo@eiopa.europa.eu

External Processor(s) / Joint Controller(s)

Entity providing the platform for registering to trainings and events:

- EU Survey tool, provided by the European Commission;
- Online registration tool of DG SCIC, also provided by the European Commission.

Purpose of the processing

Personal data of National Competent Authorities' (NCA) trainings, events and Working Groups (WG)/Steering Committees (SC) / Expert Network (EN) meetings (in the following together called "events") attendees and potential attendees are collected and processed in order to facilitate the organisation and financial follow up of the respective events.

In addition, as far as WG/SC/EN or other EIOPA structures are concerned, personal data are collected for communication purposes and for information exchange.

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

Categories of data subjects & Personal data collected

The personal data collected are:

- Names (appearing on registration forms, contact /participant/ signature lists, name plates, badges, etc.)
- Addresses and email addresses
- CVs of speakers (containing information such as their place and date of birth, education/training, employment, etc.)
- Photos and Videos (only with the data subjects' explicit prior consent)

Recipients of personal data

- Designated EIOPA staff members;
- Other event participants;
- EIOPA service providers;
- The wider public, as some of the photos and videos taken during events will be published on the internet (more precisely on EIOPA's website, social media channels such as Twitter or YouTube, and occasionally on the ESAs' and the Joint Committee's websites as well as their social media channels).

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

The collected personal data are kept for a period of 5 years following the event for which they have been collected, with the exception of:

- Name badges & plates, which will be disposed of after the event;
- Speakers' and moderators' CVs, which will be deleted after the end of the event (except for the booklets prepared on some occasions that will be kept for 2 years following the event).

As far as contact lists are concerned, they will be updated regularly following communication with the persons included in such lists.

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 EIOPA events. More precisely:

- Paper copies of collected documents are kept in locked cupboards, where access can only have persons authorised on a need-to-know basis;
- Electronic files are stored in EIOPA's document management system 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: training&events@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