



EIOPA-DPO-18-003_rev2

Record of personal data processing related to EIOPA's Stakeholder Groups (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)

N/A

Purpose of the processing

The purpose of processing personal data in the context Stakeholder Groups is two-fold: a) establish the Stakeholder Groups ("SHG(s)") provided in Article 37 of Regulation (EU) No 1094/2010; b) manage EIOPA's relations with the members of these groups.

In particular, collecting personal data:

a) enables the selection of the members of the Insurance and Reinsurance SHG and that of the Occupational Pensions SHG.

b) facilitates the working relations between EIOPA's staff and the members of these groups, regarding mainly the submission of advice to EIOPA, as well as the organisation of meetings.

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 mainly:

- personal details (name, address, etc.);
- the information provided in applications (such as education/employment details, trade union memberships, declaration of conflict of interests, etc), in view of establishing the SHGs;
- financial details, for budgetary/reimbursement purposes.

Recipients of personal data

As regards the establishment of the SHGs, the personal data collected are disclosed to the members and observers of the selection panel and to the members of EIOPA's Management Board and Board of Supervisors.

As regards the work of the SHGs, the personal data collected are disclosed to designated EIOPA staff members and the other members of the particular SHG.

In addition, i) the names of SHG members appear in the minutes of the relevant meetings as well as in the advice of the SHGs, both published on EIOPA's website; ii) the CV and the picture of SHG members are published on EIOPA's website.

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 following retention periods shall apply to the personal data collected :

- For the SHG appointed members who are granted reimbursement: five years after the expiry of their mandate;
- For the SHG appointed members who are not granted reimbursement: two and a half years after the expiry of their mandate;
- For the candidates 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 applicants who have been neither appointed nor retained on the reserve list: 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.

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 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 and the Extranet with

restricted access rights;

- Additional measures such as encryption, back-ups, audit trails are also implemented.

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: Stakeholder.Groups@eiopa.europa.eu or 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