

PRIVACY STATEMENT RELATED TO EXTERNAL AND INTERNAL COMMUNICATIONS ACTIVITIES

▶ Introduction

1. The European Insurance and Occupational Pension authority (EIOPA) is committed to protecting individuals personal data in accordance with Regulation (EU) 2018/1725¹ (further referred as “the Regulation”).
2. In line with Articles 15 and 16 of the Regulation, this privacy statement provides information to the data subjects relating to the processing of their personal data carried out by EIOPA.

▶ Purpose of the processing of personal data

3. EIOPA’s Communications Team carries out a number of activities, which involve processing of personal data, notably:
 - 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.
 - 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.

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, OJ L 295, 21.11.2018, p. 39–98.

- 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.
- Database of newsletter subscribers – covered by a separate dedicated record on subscriptions to newsletters.

Purpose of the processing activities listed above is to enable EIOPA to maintain relations with external stakeholders and public (external communication activities) as well as to enable communication, provisions and exchange of information among its staff, e.g. on Incidernet (internal communication activities).

4. Your data will not be used for any purposes other than the performance of the activities specified above. Otherwise you will be informed accordingly.

▶ **Legal basis of the processing of personal data and/or contractual or other obligation imposing it**

5. The legal basis for this processing operation is:
 - Regulation (EU) No 1094/2010 (EIOPA Regulation), with regard to various tasks and duties assigned to EIOPA thereby, and for which the communication activities are required.
 - Procedures on External Communications Activities (available on EIOPA’s incidernet).
 - In case of taking and/or publishing photos/videos in EIOPA’s publications or on social media: unambiguous, free, specific and informed consent of data subject.
6. In addition, in accordance with Articles 5(1)(a) and (d) of the Regulation, processing is lawful as it is necessary for the performance of a task carried out in the public interest, or it is based on data subject’s consent.

▶ **Controller of the personal data processing**

7. The controller responsible for processing your data is EIOPA’s Executive Director.
8. Address and email address of the controller:

Westhafen Tower, Westhafenplatz 1
60327 Frankfurt am Main
Germany
fausto.parente@eiopa.europa.eu

▶ **Contact detail of EIOPA's Data Protection Officer (DPO)**

9. Westhafenplatz 1, 60327 Frankfurt am Main, Germany
dpo@eiopa.europa.eu

▶ **Types of personal data collected**

10. In the context of external and internal communication activities of EIOPA, the following personal data may be processed:
- Personal details such as name, contact details
 - Education and training details
 - Employment details
 - Racial or ethnic origin (if apparent from a photo or video)

More details on the types of personal data processed in each of the communication activities are provided above in the section on purpose of the processing.

▶ **Recipients/processors of the personal data collected**

11. The following recipients may have access to personal data collected:
- Designated EIOPA staff members: InCiderNet – all staff;; speaking engagements and media database – Communications Team members; Complaints/Enquiries – any relevant staff member on a need to know basis;
 - General public: data available on EIOPA's website/publications/(social) media or other public channels, including any photos and videos published thereon.

▶ **Retention period**

12. 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.

▶ **Transfer of personal data to a third country or international organisations**

13. No personal data will be transferred to a third country or international organisation.

▶ **Automated decision-making**

14. No automated decision-making including profiling is performed in the context of this processing operation.

▶ **What are the rights of the data subject?**

15. You have the right to access your 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. You also have the right to request the erasure of your personal data, as well as object to or obtain the restriction of their processing.

16. Where processing is based solely on the consent, you have the right to withdraw your consent to the processing of your personal data at any time.

17. Restrictions of certain rights of the data subject may apply, in accordance with Article 25 of the Regulation.

18. 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.

19. Should you wish to exercise any of the rights provided in points 15. and 16. above, please contact communicationsteam@eiopa.europa.eu or EIOPA's DPO (dpo@eiopa.europa.eu).

▶ **Who to contact if you have any questions or complaints regarding data protection?**

20. Any questions or complaints concerning the processing of your personal data can be addressed to EIOPA's Data Controller (fausto.parente@eiopa.europa.eu) or EIOPA's DPO (dpo@eiopa.europa.eu).
21. Alternatively, you can have recourse to the **European Data Protection Supervisor** (www.edps.europa.eu) at any time, **as provided in Article 63 of the Regulation.**