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

Contents
General information ................................................................. 1
Description and Purpose of the Processing .................................................. 2
Data Subject’s Rights ........................................................................... 3
Categories of Data Subjects & Personal Data .................................................. 3
Categories of Recipients & Data Transfers ....................................................... 4
Automated Decision Making ........................................................................ 5
Retention Period & Security Measures .......................................................... 6

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:
Legal Unit, legal@eiopa.europa.eu

---

\(^1\) 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.
Table: Description and Purpose of the Processing

### Description of Processing

Under Article 19 and Article 31(2)(c) of Regulation (EU) No 1094/2010 (EIOPA Regulation) respectively, EIOPA may provide binding and non-binding mediation if any disputes arise between the competent authorities. The following processings of personal data might take place in this context:

- The CVs of the candidates for becoming member of the common pool / Mediation Panel are collected and shared with the BoS for appointment;
- The names and contact details of the members of the Mediation Panel, as well as the representatives of the competent authorities that are party to the disagreement are collected.

More precisely, these names might appear in:

1. emails exchanged in the context of a case / documents submitted by competent authorities;
2. the minutes taken during Panel meetings;
3. the report/decision communicated by the Panel to the BoS, or the decision of the BoS;
4. the declarations of non-conflict of interest signed by the Panel members.

### Purpose(s) of the processing

- ☒ Staff administration
- ☒ Relations with external parties
- ☐ Procurement and accounting
- ☐ Administration of membership records
- ☐ Auditing
- ☐ Information administration
- ☒ Other (please give details): Management of the mediation proceedings, including the establishment of the Mediation Panel

### Lawfulness of Processing

- Legal Basis justifying the processing:
  - Article 19, 21(4), 31(2)(c) and 41(3) of the EIOPA Regulation
  - Rules of Procedure of the Mediation Panel of the EIOPA (EIOPA-BoS-12-032-rev2)
- 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
  - ☐ Data subject has given his/her unambiguous, free, specific and informed consent
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 legal@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

- EIOPA permanent staff, Temporary or Contract Agents
- SNEs or trainees
- Visitors to EIOPA (BOS, MB, WG, Seminars, Events, other)
  
- Providers of good or services
- Complainants, correspondents and enquirers
- Relatives and associates of data subjects
- Other (please specify): Representatives of the competent authorities that are party to the disagreement and members of the Mediation Panel.
Categories of personal data

(a) General personal data:
The personal data contains:
- Personal details (name, address etc)
- Education & Training details
- Employment details
- Financial details
- Family, lifestyle and social circumstances
- Other (please give details): The personal data collected mostly include contact details (such as last name, first name, telephone/fax, full address, email address) and CVs of the candidates that responded to a call for interest for a member position in the Mediation Panel.

(b) Special categories of personal data
The personal data reveals:
- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic or Biometric data
- Data concerning health, sex life or sexual orientation

Categories of Recipients & Data Transfers

Recipient(s) of the data

- Managers of data subjects
- Designated EIOPA staff members
  - If selected, please specify: Staff members of the Legal Unit, Oversight Department, or other departments, where necessary, on a need to know basis, and Senior Management.
- Relatives or others associated with data subjects
- Current, past or prospective employers
- Healthcare practitioners
- Education/training establishments
- Financial organisations
- External contractor
- Other (please specify):
  - BoS Members;
- relevant/designated staff of the competent authorities which are parties to the procedure;
- Board of Appeal in the case of an appeal.

<table>
<thead>
<tr>
<th>Data transfer(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Within EIOPA or to other EU Institutions/Agencies/Bodies</td>
</tr>
<tr>
<td>☑ To other recipients within the EU (e.g. NCAs): competent authorities (NCAs)</td>
</tr>
<tr>
<td>☐ To third countries</td>
</tr>
</tbody>
</table>

Whether suitable safeguards have been adopted:
- ☐ Adequacy Decision of the European Commission
- ☑ Standard Contractual Clauses (SCC)
- ☑ Binding Corporate Rules (BCR)
- ☐ Administrative Arrangements between public Authorities (AA)

- ☐ To international organisations

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

Automated Decision Making

<table>
<thead>
<tr>
<th>Automated Decision-making, including profiling</th>
</tr>
</thead>
<tbody>
<tr>
<td>A decision is taken in the context of this processing operation solely on the basis of automated means or profiling:</td>
</tr>
<tr>
<td>☑ No</td>
</tr>
<tr>
<td>☐ Yes</td>
</tr>
</tbody>
</table>

In case of an automated decision-making or profiling, please explain:

---

2 Third countries for which the European Commission has issued adequacy decisions are the following: [Adequacy decisions (europa.eu)](https://eur-lex.europa.eu/).
## Retention Period & Security Measures

### Retention period

How long will the data be retained?

1. **Elections:**
   - CVs of non-elected candidates: 1 year after the election;
   - CVs of elected candidates: Till the end of the mandate of each Panel member.

2. **Mediation cases:**
   - The documents in a mediation proceedings, i.e. documents submitted by competent authorities, emails exchanged, meeting minutes, reports and decisions, declarations of interest: 5 years after the case was closed.

If the latter is subject to an appeal with the Board of Appeal and/or an action before the Court of Justice of the EU, the 5-year period only starts after the Board of Appeal has decided on the appeal and/or the Court’s judgment has gained the status of res judicata. This is needed to allow for a comparison between similar cases and ensure uniformity and consistency in the handling of mediation cases. Thereafter, transfer to the historical archive.

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 II a).