

**RECORD OF PROCESSING ACTIVITY
ACCORDING TO ARTICLE 31 REGULATION 2018/1725¹
NOTIFICATION TO THE DATA PROTECTION OFFICER**

NAME OF PROCESSING OPERATION²: 58th Executive Board meeting and 35th Management Board Meeting by video-conferencing

Reference number: DPR-2020-116 (to be completed by the DPO)
Creation date of this record: 02/12/2020
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Version: 1

Part 1 (Publicly available)

1) Controller(s)³ of data processing operation (Article 31.1(a))
<p>Controller: European Union Agency for Fundamental Rights (FRA) Schwarzenbergplatz 11, A-1040 Vienna, Austria Telephone: +43 1 580 30 – 0 Email: contact@fra.europa.eu Organisational unit responsible⁴ for the processing activity: Institutional Cooperation and Networks Unit (INST) Contact details: <i>Andreas Accardo</i>, Andreas.Accardo@fra.europa.eu Data Protection Officer (DPO): Robert Jan Uhl dpo@fra.europa.eu</p>
2) Who is actually conducting the processing? (Article 31.1(a))⁵
The data is processed by the FRA itself <input checked="" type="checkbox"/>

¹ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1725>

² **Personal data** is any information relating to an identified or identifiable natural person, i.e. someone who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity. This information may, for example, be the name, date of birth, a telephone number, biometric data, medical data, a picture, professional details, etc.

Processing means any operation or set of operations which is performed on personal data, whether or not by automatic means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

³ In case of more than one controller (e.g. joint FRA research), all controllers need to be listed here

⁴ This is the unit that decides that the processing takes place and why.

⁵ Is the FRA itself conducting the processing? Or has a provider been contracted?

The data is processed also by a third party:

MCI Benelux S.A., which supports the registration and the logistics of the organization of the virtual event through a framework contract with DG SCIC and a specific contract with FRA.

- MCI Group Contact: Anne Lesca - anne.lesca@mci-group.com
- MCI Brussels Contact: Karolin Fink - gdpr-brussels@mci-group.com

And additionally, sub-processors:

- [Aventri \(support@aventri.com\)](mailto:support@aventri.com)
- [KUDO \(support@kudoway.com\)](mailto:support@kudoway.com)
- [Netigate \(support@netigate.com\)](mailto:support@netigate.com)

For direct account manager contacts of Aventri, Netigate and KUDO, please contact MCI Brussels – Mieke Barbé at mieke.barbe@mci-group.com.

3) Purpose of the processing (Article 31.1(b))

Why are the personal data being processed? Please provide a very concise description of what you intend to achieve with the processing operation. Specify the rationale and underlying reason for the processing and describe the individual steps used for the processing. If you do this on a specific legal basis, mention it as well (e.g. staff regulations for selection procedures).

The purpose of the processing of the personal data is to organise the 58th Executive Board meeting and 35th Management Board Meeting by video-conferencing. The meetings will take place on 10 and 11 December 2020, by using the platform "KUDO".

4) Description of the categories of data subjects (Article 31.1(c))

Whose personal data are being processed?

- | | |
|--|-------------------------------------|
| FRA staff | <input checked="" type="checkbox"/> |
| Non-FRA staff (Management Board Members and alternate members, observers, invited guests, staff of contractor) | <input checked="" type="checkbox"/> |

5) Categories of personal data processed (Article 31.1(c))

Please tick all that apply and give details where appropriate

(a) General personal data (add or delete as appropriate – the data in the brackets are only examples)

- | | |
|--|-------------------------------------|
| Personal details (name, surname, gender, nationality) | <input checked="" type="checkbox"/> |
| Contact details (email address, IP address) | <input checked="" type="checkbox"/> |
| Education & Training details | <input type="checkbox"/> |
| Employment details (name of the organisation) | <input checked="" type="checkbox"/> |
| Financial details (e.g. financial identification form, bank account information) | <input type="checkbox"/> |
| Family, lifestyle and social circumstances | <input type="checkbox"/> |
| Goods or services provided | <input type="checkbox"/> |
| Other (please give details): | |
| Image, audio and/or video recordings of the participants | <input checked="" type="checkbox"/> |

(b) Sensitive personal data (Article 10)

The personal data collected reveal:

- | | |
|--|-------------------------------------|
| Racial or ethnic origin | <input type="checkbox"/> |
| Political opinions | <input type="checkbox"/> |
| Religious or philosophical beliefs | <input type="checkbox"/> |
| Trade union membership | <input type="checkbox"/> |
| Genetic, biometric or data concerning health | <input type="checkbox"/> |
| Information regarding an individual's sex life or sexual orientation | <input type="checkbox"/> |
| N/A | <input checked="" type="checkbox"/> |

6) Recipient(s) of the data (Article 31.1 (d))

*Recipients are all parties who have access to the personal data. Who will have access to the data **within** FRA? Who will have access to the data **outside** FRA? No need to mention entities that may have access in the course of a particular investigation (e.g. OLAF, EO, EDPS).*

Designated **FRA** staff members in INST

A restricted number of staff members in charge of the organisation of the meetings can access the data.

Recipients **outside** FRA: MCI Benelux S.A. (EU-FRA-events@mci-group.com)

For the registration of participants and the invitation to and the management of the video-conference, the contractor needs to be provided with name, surname, country or organisation of the participants

- Mieke Barbé, Conference Manager
- Marie-Elise Mowinski, Registration & Virtual Events Coordinator
- Jennifer Ferri, Event Coordinator

7) Transfers to third countries or international organisations (Article 31.1 (e))⁶

If the personal data are transferred outside the European Economic Area or to international organisations, this needs to be specifically mentioned, since it increases the risks of the processing operation.

Transfer outside of the EU or EEA

Yes

No

If yes, specify to which country:

Transfer to international organisation(s)

Yes

No

If yes specify to which organisation:

Legal base for the data transfer

Transfer on the basis of the European Commission's adequacy decision (Article 47)

Transfer subject to appropriate safeguards (Article 48.2 and .3), specify:

⁶ **Processor** in a third country using standard contractual clauses, a third-country public authority you cooperate with based on a treaty. If needed, consult your DPO for more information on how to ensure safeguards.

- a) A legally binding and enforceable instrument between public authorities or bodies.

Standard data protection clauses, adopted by

- b) the Commission, or

- c) the European Data Protection Supervisor and approved by the Commission, pursuant to the examination procedure referred to in Article 96(2) .

- d) Binding corporate rules, Codes of conduct , Certification mechanism pursuant to points (b), (e) and (f) of Article 46(2) of Regulation (EU) 2016/679, where the

processor is not a Union institution or body.

Specifically, Standard Contractual Clauses are put in place between the contractor (MCI) and the companies used (Aventri, KUDO, Netigate), although data/servers remain in the EU/EEA. Only the contractor (MCI) will transfer personal data of its staff to a third country to enable the use of the relevant tools.

Subject to the authorisation from the European Data Protection Supervisor:

- Contractual clauses between the controller or processor and the controller, processor

or the recipient of the personal data in the third country or international organisation.

- Administrative arrangements between public authorities or bodies which include enforceable and effective data subject rights.

- Transfer based on an international agreement (Article 49), specify:

Derogations for specific situations (Article 50.1 (a) –(g))

- N/A

- Yes, derogation(s) for specific situations in accordance with article 50.1 (a) –(g) apply

In the absence of an adequacy decision, or of appropriate safeguards, transfer of personal data to a third country or an international organisation is based on the following condition(s):

- (a) The data subject has explicitly consented to the proposed transfer, after having been informed of the possible risks of such transfers for the data subject due to the absence of an adequacy decision and appropriate safeguards

- (b) The transfer is necessary for the performance of a contract between the data subject and the controller or the implementation of pre-contractual measures taken at the data subject's request

- (c) The transfer is necessary for the conclusion or performance of a contract concluded in the interest of the data subject between the controller and another natural or legal person

- (d) The transfer is necessary for important reasons of public interest

- (e) The transfer is necessary for the establishment, exercise or defense of legal claims

- (f) The transfer is necessary in order to protect the vital interests of the data subject or of other persons, where the data subject is physically or legally incapable of giving consent

- (g) The transfer is made from a register which, according to Union law, is intended to provide information to the public and which is open to consultation either by the public in general or by any person who can demonstrate a legitimate interest, but only

to the extent that the conditions laid down in Union law for consultation are fulfilled in the particular case

8) Retention time (Article 4(e))

How long will the data be retained and what is the justification for the retention period? Please indicate the starting point and differentiate between categories of persons or data where needed (e.g. in selection procedures candidates who made it onto the reserve list vs. those who didn't). Are the data limited according to the adage "as long as necessary, as short as possible"?

Personal data will be kept after the Event to ensure implementing necessary follow up activities with regard to the purpose(s) of the processing of personal data as well as for its related management. Data necessary for logistics purposes (reimbursement of expenses, etc.) are kept according to the rules set in the Regulation (EU, Euratom) 2018/1046. Personal data related to registration and participation will be retained by FRA for a period of 1 year after the end of the participants' term of office on the Management Board. Personal data related to registration and participation will be retained by FRA for a period of 1 year after the end of the participants' term of office on the Management Board.

Photos, audio and video recordings are stored in a FRA Institutional Cooperation and Networks Unit drive for 6 months. Information concerning the event on the FRA corporate website will be retained for five years. MCI Benelux S.A. will keep the participants list for no longer than the date of 31 March 2021. After that date, the registration data will be purged from Aventri, KUDO and Netigate.

9) Technical and organisational security measures (Article 31.1(g))

Please specify where/how the data are stored during and after the processing; please describe the security measures taken by FRA or by the contractor

How is the data stored?

Document Management System (DMS)	<input checked="" type="checkbox"/>
FRA network shared drive	<input checked="" type="checkbox"/>
Outlook Folder(s)	<input checked="" type="checkbox"/>
CRM	<input type="checkbox"/>
Hardcopy file	<input type="checkbox"/>
Servers of external provider	<input checked="" type="checkbox"/>
Servers of external provider	<input type="checkbox"/>

Other (please specify): Data by the servers of external providers is stored in the EU/EEA and not transferred outside EU. Cookies are functional cookies, and not tracking cookies; data transmission takes place via https://; data breach procedures are put in place by each of the external providers (MCI Benelux SA has data breach policy in place, and has DPAs with the sub processors in which data breach policies are set out); servers are encrypted. More information can be found in the data privacy policy and can be provided per provider via additional documentation.

10) Exercising the rights of the data subject (Article 14 (2))

How can people contact you if they want to know what you have about them, want to correct or delete the data, have it blocked or oppose to the processing? How will you react?

See further details in the privacy notice: e-mail to elena.balzarini@fra.europa.eu

Data subject rights

- Right of access
- Right to rectification
- Right to erasure (right to be forgotten)
- Right to restriction of processing
- Right to data portability
- Right to object
- Notification obligation regarding rectification or erasure of personal data or restriction of processing
- Right to have recourse
- Right to withdraw consent at any time