

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

NAME OF PROCESSING OPERATION²: High-level Conference on Institutional protection of fundamental rights in times of crises', organized by the Swedish Presidency of the Council of the EU in cooperation with FRA on 20-21 April 2023 in Lund, Sweden.

Reference number: DPR-2023-180
Creation date of this record: 16/03/2023
Last update of this record: 16/03/2023
Version:1

Part 1 (Publicly available)

1) Controller(s)³ of data processing operation (Article 31.1(a))
<p>This Record of processing activity covers only the collected and processed data by FRA, as specified in the Administrative Agreement related to High-level Conference on Institutional protection of fundamental rights in times of crises' which is organised in cooperation with the Swedish Presidency of the Council of the EU (hereafter Swedish Presidency).</p> <p>Through this above-mentioned agreement, the Agency and the Swedish Presidency have agreed to cover costs related to different organisational aspects of the Conference, as described below.</p> <p><u>The Agency agrees to:</u></p> <ol style="list-style-type: none">1. Select, contract, and cover the expenses of a professional moderator to facilitate the Conference, in agreement with the Swedish Presidency.2. Manage and financially cover the travel and accommodation costs of up to 50 participants.

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

3. Process personal data in connection to the Conference in compliance with Regulation 2018/1725 (EUDPR)⁴.

The Swedish Presidency agrees to:

1. Manage and financially cover the overall organisation of the Conference, such as the meeting venue, catering, dinner as well as all technical set up.
2. Manage and handling registration of all participation.
3. Set up the Livestreaming of the plenary session of Conference on day 1 and day 2.
4. Process personal data in connection to the Conference in compliance with General Data Protection Regulation (GDPR)⁵.

Controller: European Union Agency for Fundamental Rights (FRA)

Schwarzenbergplatz 11, A-1040 Vienna, Austria

Telephone: +43 1 580 30 – 0

Email: <https://fra.europa.eu/en/contact>

Organisational unit **responsible**⁶ for the processing activity: Communications and Events Unit

Contact details: event@fra.europa.eu

Data Protection Officer (DPO): dpo@fra.europa.eu

Joint Controller: Swedish Presidency

Government Offices, Office for Administrative Affairs, SE 103 33 Stockholm, Sweden

Organisational unit **responsible**⁷ for the processing activity : The Government Offices (corp. ID no 212100-3831) is the personal data controller for the processing of personal data and is responsible for ensuring that personal data is processed in accordance with the applicable legislation as per [The Government's privacy policy - Government.se](#).

Contact details: caroline.karlstrom.mitt@regeringskansliet.se

Data Protection Officer (DPO): rk.dataskyddsbud@regeringskansliet.se

2) Who is actually conducting the processing? (Article 31.1(a))⁸

⁴ 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.

⁵ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC

⁶ This is the unit that decides that the processing takes place and why.

⁷ This is the unit that decides that the processing takes place and why.

⁸ Is the FRA itself conducting the processing? Or has a provider been contracted?

The data is processed by the FRA itself

The data is processed also by a third party (contractor-data processor)

MCI Benelux S.A.

Boulevard de Souverain 280

1160 Brussels

Belgium

+32 2 320 25 03

Contact point at external third party: EU-FRA-events@mci-group.com

The contractor supports with the registration and the logistics of the organization of the events through a framework contract with DG SCIC.

And additionally, sub-processors:

- For Travel: The full name of the participant will be shared with the travel agency, [Eagle Travel](#)
- Meeting venue and accommodation is organised at the [Elite Hotel Ideon](#) which will act as separate controller

The Swedish Presidency will organise livestreaming of the conference of the plenary discussions on day 1 and day 2. Participants will connect by viewing the YouTube Live stream. By following live stream the users agree with the [YouTube terms](#) and conditions, YouTube act as separate controllers. FRA does not process any personal data in this regard.

A registration page will be created by the Swedish Presidency to collect registrations for participation in the event. The Swedish Presidency will be responsible for managing and processing the data collected through the registration page following the rules included in the Privacy Notice of [The Government's privacy policy - Government.se](#).

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 travel and accommodation of the FRA covered participants (up-to 50 persons) as well as identifying the high-level speakers and panellist for the different sessions and break outs of conference.

FRA is responsible together with the contractor MCI Benelux S.A, for the travel and accommodation arrangements related to the conference as well as the communication with the participants before and after the end of the conference. FRA has collected publicly available email addresses and email addresses from participants of the FRA – Human Rights Leaders & Experts meeting in Rust on 7-8 September 2022,

complemented by selected email addresses of FRA key stakeholders and networks who had in both cases consented to further communication.

For the purposes of organizing this event, FRA carries out the following processing activities: organizing travel and accommodation arrangements, mailing lists of contacts, correspondence with speakers, moderators and participants, preparing of the programme and sessions, as well as event follow up actions such as event report.

MCI Benelux S.A will obtain consent via email from participants to process their personal data for organising their travel and accommodation.

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

Whose personal data are being processed?

- | | |
|--|-------------------------------------|
| FRA and Swedish Presidency staff | <input checked="" type="checkbox"/> |
| Non-FRA staff (Invited Guests, Moderator, Journalists) | <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, country, short description/bio and photographs) | <input checked="" type="checkbox"/> |
| Contact details (email address, mobile phone number) | <input checked="" type="checkbox"/> |
| Employment details (Name and type of the employer/organization, function/title) | <input checked="" type="checkbox"/> |
| Financial details (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): For participants for which FRA will cover and organize travel and accommodation, FRA will also collect following data;

- Departure city, country,
- Preferred departure date,
- Return city, country,
- Preferred return date
- Specific travel request, if any as indicated by you

(b) Special categories of personal data (Article 10)

The personal data collected reveal:

Racial or ethnic origin
Photo might reveal racial or ethnic origin.

Political opinions

Religious or philosophical beliefs
Photo might reveal religious beliefs.

Trade union membership

Genetic, biometric or data concerning health

Information regarding an individual's sex life or sexual orientation

N/A

(c) Personal data relating to criminal convictions and offences (Article 11)

Criminal record (or similar, e.g., declaration of good conduct)

N/A

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

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

Recipients **outside** FRA:

- Designated staff-project team members from MCI Benelux S.A. (EU-FRA-events@mci-group.com)
- [Eagle Travel](#)
- [Elite Hotel Ideon](#)

7) Transfers to third countries or international organisations (Article 31.1 (e))⁹

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

Note:

If yes, specify to which country:

Transfer to international organisation(s)

Yes

No

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:

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.

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

⁹ 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.

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 necessarily follow up activities with regard to the purpose(s) of the processing of personal data as well as for its related management. Personal data related to registration and participation will be retained by FRA for a period of 2 years after the event.

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 December 2023. After that date, the registration data will be purged.

The retention period of information processed by the Swedish presidency is included in the [Government's privacy policy - Government.se](#).

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)

FRA network shared drive

Outlook Folder(s)

CRM

Hardcopy file

Cloud (see [FRA's privacy notice regarding the use of Microsoft Office](#))

Servers of external provider

Other (please specify):

MCI: <https://mci.sharepoint.com/> and Outlook Folders

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 Data Protection notice: e-mail to event@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

Part 2 – Compliance check and risk screening (internal)

11) Lawfulness of the processing (Article 5(a)–(e))¹⁰: Processing necessary for:
Mention the legal basis which justifies the processing and assess that the purposes specified are purposes specified, explicit, legitimate.

¹⁰ Tick (at least) one and explain why the processing is necessary for it. Examples:

(a) a task attributed to your EUI by legislation, e.g. procedures under the staff regulations or tasks assigned by an Agency's founding regulation. Please mention the specific legal basis (e.g. "Staff Regulations Article X, as implemented by EUI IR Article Y", instead of just "Staff Regulations")

(a2) not all processing operations required for the functioning of the EUIs are explicitly mandated by legislation; recital 17 explains that they are nonetheless covered here, e.g. internal staff directory, access control.

(b) a specific legal obligation to process personal data, e.g. obligation to publish declarations of interest in an EU agency's founding regulation.

(c) this is rarely used by the EUIs.

(d) if persons have given free and informed consent, e.g. a photo booth on EU open day, optional publication of photos in internal directory;

(e) e.g. processing of health information by first responders after an accident when the person cannot consent.