

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

NAME OF PROCESSING OPERATION²: International Conference on Anti-Racism in the European Union”, organised by the Spanish Presidency of the Council of the EU in cooperation with FRA on 2-3 November 2023 in Barcelona, Spain.

Reference number: DPR-2023-190
Creation date of this record: 14/09/2023
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Part 1 (Publicly available)

1) Controller(s)³ of data processing operation (Article 31.1(a))
<p><u>Controller:</u> 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 responsible⁴ for the processing activity: Communications and Events Unit Contact details: event@fra.europa.eu Data Protection Officer (DPO): dpo@fra.europa.eu</p> <p><u>Joint Controller:</u> Spanish Presidency (Ministry of Equality of the Kingdom of Spain) * C/ Alcalá, 37, 6^a planta - 28014 MADRID</p> <p>Organisational unit responsible⁵ for the processing activity:</p>

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

The Directorate-General for Equal Treatment and Racial-Ethnic Diversity., Ministry of Equality of the Kingdom of Spain. dg.ityder@igualdad.gob.es and antiracism-er@igualdad.gob.es

FRA and the Ministry of Equality of the Kingdom of Spain are joint controllers for this processing operation. Their respective roles and responsibilities are defined in the agreement signed for the purposes or the co-organisation of the International Conference on Anti-Racism in the European Union.

2) Who is actually conducting the processing? (Article 31.1(a))⁶

The data is processed by the FRA itself

The data is processed also by a third party:

FRA has contracted through a framework contract managed by the European Commission's Directorate-General for Interpretation (DG SCIC) an external contractor to deal with the travel and accommodation arrangements of participants whose costs are covered by FRA. The contractor acts as a processor:

MCI Benelux S.A.

Boulevard de Souverain 280

1160 Brussels

Belgium

+32 2 320 25 03

For travel and accommodation arrangements, MCI uses the platform Aventri, which is a sub-processor.

The Spanish Presidency (joint controller) has contracted an external contractor to provide event management services, which acts as a processor:

La Tropa Produce, S.L.L.

C. de Clara del Rey, 2, 4º derecha,

28002 Madrid

The Spanish Presidency handles the registration of all participants using a registration page managed by the sub-processor below, responsible for the online registration platform:

MEETMAPS SL

C/Dos De Maig 282

08025 Barcelona

Data Protection Officer (DPO) of Meetmaps: hola@meetmaps.com

The Spanish Presidency will organise livestreaming of the conference of the plenary discussions on day 1. 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 controller. FRA does not process any personal data in this regard.

⁶ Is the FRA itself conducting the processing? Or has a provider been contracted?

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 the co-organisation of the International Conference on Anti-Racism in the European Union, together with the Spanish Presidency of the Council of the EU. This record of processing only covers the processing of personal data by FRA in the context of the activities for which it is responsible, and which are defined in the agreement signed between FRA and the Spanish Presidency, represented by the Ministry of Equality of the Kingdom of Spain.

FRA is responsible for the organisation of travel and accommodation arrangements for the FRA- and EEA and Norway Grants-covered participants (30 participants for FRA and up-to 50 participants for the EEA and Norway Grants) as well as identifying the high-level speakers, panellists and artistic performers for the different sessions of the conference. For this purpose, FRA carries out the following processing activities: organising travel and accommodation arrangements, mailing lists of contacts, correspondence with speakers, moderators of sessions and participants, preparing of the programme and sessions, as well as event follow up actions such as event report.

For identifying the participants, 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.

MCI Benelux S.A, the events' organiser contracted by FRA and acting as processor, will obtain consent via email from participants to process their personal data for organising their travel and accommodation.

The Spanish Presidency has contracted the company La Tropa for the organisation of the event. They will be the first recipient of all personal data as they are in charge of the registration form.

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

Whose personal data are being processed?

FRA
attending the conference as participants or speakers

Non-FRA staff

(Staff of the EEA and Norway Grants, European Commission
and Spanish Presidency staff attending the conference as participants
or speakers and other participants, moderators, journalists and speakers)

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

(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)

Contact details (email address, mobile phone number)

Employment details (Name and type of the employer/organisation, function/title)

Financial details (financial identification form, bank account information)

Family, lifestyle and social circumstances

Goods or services provided

Other (please give details): For participants for which FRA will cover and organise 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 the participant

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

The personal data collected reveal:

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

Political opinions

Religious or philosophical beliefs
Photo might incidentally 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), as well as MCI's sub-processor Aventri concerning the data related to the travel and accommodation of participants whose costs are covered by FRA.
- La Tropa, contractor for the Spanish Presidency and its sub-processor.
- For organisational purposes, FRA shares some limited personal data (names and contact details of participants) with a restricted number of staff from the EEA and Norway Grants and the European Commission, as they are partners of the Spanish Presidency and FRA in this event.

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

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

⁷ **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.

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

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. MCI Benelux S.A. will keep the participants list for no longer than the date of 31 March 2024. After that date, the registration data will be purged.

Information concerning the event on the FRA corporate website will be retained for five years.

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 type="checkbox"/> |
| Outlook Folder(s) | <input checked="" type="checkbox"/> |
| CRM | <input type="checkbox"/> |
| Hardcopy file | <input type="checkbox"/> |
| Cloud (MS 365) | <input checked="" type="checkbox"/> |
| Servers of external provider | <input checked="" type="checkbox"/> |

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