



NOTIFICATION FORM

FOR DATA PROCESSING OPERATIONS

Date of registration: 28.6.2011

Register No: WPM2

1. Name of the data processing operation

Processing of personal data in the context of EEA conferences, meeting, events and workshops

2. Data Controller

Programme or Group:	ADS2/Budget, finance and resources
Function:	Head of Group
Contact person:	Søren Nielsen; soren.nielsen@eea.europa.eu

3. Description of the processing operation

3.1. Area of activity in which the processing is carried out

The coordination, organisation and management of conferences, meetings, events and/or workshops (hereafter referred to as "meetings") at EEA requires the implementation of the following tasks:

- To send invitation letters/e-mails/fax which entails the collection of names, postal and email address, business phone number, mobile phone number, fax number;
- The publication and distribution of participant lists
- The publication of minutes, reports, notices, news flash, photographs and picture, live web-streaming, audio or video recording of speakers and participants, introduction of speakers (including on internet/intranet) in the context of the meeting and in the framework of EEA activities;
- To collect and manage contact database and mailing lists for meetings, news and/or publications.

Any meeting is entered in the "EEA meeting database"

Three different ways to organise and manage meetings are considered in this notification:

- Meetings organised by EEA staff internally (including or not the provision of refreshments)
- Meeting organised by both EEA staff and an external operator

o Meeting organised by EEA Eionet network members	
3.2. Modalities for the processing operation	
<input type="checkbox"/> Manual processing	
<input checked="" type="checkbox"/> Automated processing	Personal data is encoded in the EEA meeting database and further processed in an automated way for generating emails, catering orders, payment orders, etc... and for the management and administration of meetings
3.3. Are the Personal data processed by an entity external to EEA ('processor')?	
<input type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	No

4. Lawfulness and purpose of the processing	
4.1. Legal basis	
The processing operations on personal data linked to the organisation and management of meetings is necessary for the performance and the support of the numerous tasks carried out by the EEA as mandated by Regulation (EC) No 401/2009, and in particular Article 2 thereof, and for the internal management and functioning of the EEA .	
4.2. Grounds for lawfulness	
The data processing is considered lawful because it is necessary:	
<ul style="list-style-type: none"> o For the performance of tasks carried out in the public interest on the basis of Regulation (EC) No 401/2009 (Article 5(a) of Regulation (EC) No 45/2001); o To ensure compliance of the data controller with the legal obligations stated in the Financial Regulation and its implementing rules (Article 5(b) of Regulation (EC) No 45/2001); o To take steps prior to entering into a contract with the data subjects (Article 5(c) of Regulation (EC) No 45/2001). 	
There is no restriction under Article 20 of Regulation (EC) No 45/2001; Article 27 of Regulation (EC) No 45/2001 concerning prior checking by the EDPS is not applicable.	
4.3. Purpose of the processing	
Organisation and management of meetings with or without external participants, including management of lists for contacts, invitations, participants, presentations, photographs/pictures, live web-streaming and/or audio and/or video recording, reporting, distribution of reports, feedback on reports, meeting follow-up or evaluation, follow-up meetings or follow-up actions, lists and mailing lists for invitation, news and publication including on internet and intranet.	

5. Features of the processing operation

5.1. Categories of data subjects concerned

Any data subject whether internal or external to the EEA invited and participating to a meeting

5.2. Categories of data

- Personal data of persons invited and participating to a meeting, their staff or subcontractors which may include in particular:
- Title, name, function, contact details (company and department, postal address, country of residence, business telephone number, mobile telephone number, fax number, e-mail address, internet address);
 - Live web-streaming and/or audio and/or video recording of speakers and participants, introduction (CVs) of speakers could be published in the context of the meeting (an opt-out is provided for in the Model privacy statement attached as Annex 1 to this notification);
 - For access control and security purpose, visitors are required to fill in their details in a register kept at the reception of the EEA premises with their name, entry and exit time and the name of the person they are meeting or the purpose of their visit;
 - For the purpose of the reimbursement of travel and accommodations expenses, meeting participants shall provide their banking information (see the model privacy statement attached as annex 2 to this notification);
- No special categories of data are being processed

6. Retention practice of personal data

- Personal data is kept as long as follow-up actions to the meeting are necessary with regard to the purpose(s) of the processing of personal data as well as for the meeting and its related management. All personal data will be deleted from the databases 10 year(s) after the last action in relation to the meeting. Report containing personal data will be archived according to the EEA policy.
- Nevertheless, where needed, after the delay mentioned above, personal data will be retained as part of a list of contact details shared internally for the purpose of contacting data subjects in the future in the context of EEA activities. If data subject do not agree with their data being so retained, they may contact the Controller by using the contact information specified in the privacy statement (see annex 1 attached to this notification).
- Personal data necessary for the purpose of reimbursement of travel and accommodations expenses and allowances will be retained for 8 years from the data on which the budgetary authority grants discharge for the budgetary year concerned.
- Files might be retained until the end of a possible audit if one started before the end of the above periods.

7. Personal data processed for historical, statistical or scientific purposes

Purpose	Categories of data	Storage media
<input checked="" type="checkbox"/> Historical	For communication and education purposes, recording of web-streaming and audio and/or video recording may be kept longer than the period mentioned under 7	<input type="checkbox"/> Anonymous <input type="checkbox"/> Encrypted
<input type="checkbox"/> Statistical	Not applicable	<input type="checkbox"/> Anonymous <input type="checkbox"/> Encrypted
<input checked="" type="checkbox"/> Scientific	For communication and education purposes, recording of web-streaming and audio and/or video recording may be kept longer than the period mentioned under 7	<input type="checkbox"/> Anonymous <input type="checkbox"/> Encrypted

8. Recipients or categories of recipients to whom the data might be disclosed

All recipients are on a “need to know” basis:

- Participants of the meetings and a wider public if it is provided that personal data is published on intranet/internet;
- Staff of operational, financial and/or legal groups participating in the management of participants invitation and requests for reimbursement;
- Security staff controlling access to EEA premises;
- Staff of the bodies entrusted with a monitoring or inspection task in application of European Union law (e.g. internal audit);
- Staff of OLAF, IAS (Internal Audit Service), COA (Court of Auditors) and staff of other Commission services (DG ENV, DG CLIMA) upon request necessary in the context of official investigations or for audit purposes;

9. Proposed transfer of personal data to third countries or international organisations

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No transfer of personal data to third party countries or international organisations
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10. Information given to the data subjects as described in Articles 11 & 12 of the Regulation (EC) No 45/2001)

- A privacy statement is attached to the invitation (see annex No 1 attached to this notification)
- A privacy statement is attached to the financial identification form (see annex No 2 attached to this notification)

11. Procedures to enable data subjects to exercise their rights (as indicated in Articles 13 to 19 of the Regulation (EC) No 45/2001, i.e. access, rectification, blocking, erasure, objection)

See section 8 of the privacy statement attached to the invitation (annex No 1 attached to this notification)

12. Time limits for blocking and erasure of the different categories of personal data

Legitimate requests are treated immediately. The updated data (e.g. contacts details or bank account number) are used for correspondence and exchanges that follow.

Categories of data	Blocking	Erasure
Any data asked for	Usually immediate but at maximum within 5 working days	Usually immediate but at maximum within 5 working days

