



RECORD OF A PERSONAL DATA PROCESSING ACTIVITY

according to Article 31 of [Regulation \(EU\) 2018/1725](#)

Title
Processing of personal data in the context of EFSA meetings and events

1) Controller(s) of data processing activity (Article 31.1(a))
<p>EFSA unit in charge of the processing activity: The EFSA Unit or Department in charge of the relevant meeting or event</p> <p>EFSA Data Protection Officer (DPO): DataProtectionOfficer@efsa.europa.eu</p> <p>Is EFSA a co-controller? No</p> <p>If yes, indicate who is EFSA's co-controller: In case of joint events, EFSA may act as a co-controller</p>

2) Who is actually conducting the processing? (Article 31.1(a))
<p>The data is processed by EFSA itself X</p> <p><i>Indicate the EFSA units or teams involved in the data processing:</i></p> <p>Corporate Services Unit (CORSER), staff in the Unit/Dept. in charge of the meeting or event.</p> <p>The processing operation is conducted together with an external party X</p> <p><i>Please provide below details on the external involvement:</i></p> <ul style="list-style-type: none"> • EFSA's contractor for the organisation of meeting and events, conference organisers and participants, EFSA's travelling agency as concerns information on travelling arrangements and accommodation. • For specific meetings or events, EFSA may apply audience engagement tools, especially those of MENTIMETER or SLI.DO (cloud SaaS), allowing for online Q/A sessions, polls, interaction and information sharing with participants • Images and visual material from photo sessions etc., may be uploaded in EFSA secure digital repository provided by BYNDER (cloud SaaS)

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

The purpose of the personal data processing is the organisation and management of EFSA meetings and events for various internal and external target audiences, including the management of contact lists, invitations and participants and if applicable audio/video recording or web-streaming of the relevant meeting or event.

4) Legal basis and lawfulness of the processing (Article 5(a)-(d)):

Processing necessary for:

- | | |
|---|-------------------------------------|
| (a) a task carried out in the public interest or in the exercise of official authority vested in EFSA | <input checked="" type="checkbox"/> |
| (b) compliance with a legal obligation to which EFSA is subject | <input type="checkbox"/> |
| (c) performance of a contract with the data subject or to prepare such contract | <input type="checkbox"/> |
| (d) The data subject has given consent (ex ante, explicit, informed) | <input checked="" type="checkbox"/> |

Further details on the legal basis:

As concerns audio/video recording, web-streaming, or photo sessions, opt-out facilities are arranged case-by-case to meet the *ex ante* data subjects' consent requirement.

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

Whose personal data are processed?

- | | |
|---|-------------------------------------|
| EFSA statutory staff | <input checked="" type="checkbox"/> |
| Other individuals working for EFSA (consultants, trainees, interims, experts) | <input checked="" type="checkbox"/> |
| Stakeholders of EFSA, including Member State representatives | <input checked="" type="checkbox"/> |
| Contractors of EFSA providing goods and services | <input type="checkbox"/> |
| The general public, including visitors, correspondents, enquirers | <input checked="" type="checkbox"/> |
| Relatives of the data subject | <input type="checkbox"/> |
| Other categories of data subjects (please detail below) | <input type="checkbox"/> |

Further details concerning the data subjects whose data are processed:

Target audiences of EFSA meetings and events vary case by case.

6) Type of personal data processed (Article 31.1(c))

a) General personal data

The personal data concerns:

Name, contact details and affiliation	<input checked="" type="checkbox"/>
Details on education, expertise, profession of the person	<input type="checkbox"/>
Curriculum vitae	<input type="checkbox"/>
Financial details	<input checked="" type="checkbox"/>
Family, lifestyle and social circumstances	<input type="checkbox"/>
Goods and services the person provides	<input type="checkbox"/>
Other personal data (please detail):	<input checked="" type="checkbox"/>

b) Sensitive personal data (Article 10)

The personal data reveals:

Racial or ethnic origin of the person	<input type="checkbox"/>
Political opinions or trade union membership	<input type="checkbox"/>
Religious or philosophical beliefs	<input type="checkbox"/>
Health data or genetic or biometric data	<input type="checkbox"/>
Information regarding the person's sex life or sexual orientation	<input type="checkbox"/>

Further details concerning the personal data processed:

- Identification data necessary for the organisation and management of the meeting or event, such as the name, profession, contact details, including the postal address, e-mail and phone number of participants and speakers. For most of the meetings and events organised by EFSA, the attendance list with the names and affiliation details is rendered public on the relevant EFSA webpage;
- EFSA may organize photo shoots and spread information including photos by means of EFSA's corporate social media accounts such as Twitter. These tools are only applied after due notification to the event audience offering the possibility to opt-out;
- In the context of certain meetings EFSA may organize live webstreaming and video or audio recording. In case of video recording, EFSA will as possible arrange for an opt-out facility for meeting participants who prefer their images are not recorded. Approved images are managed by means of EFSA digital repository BYNDER;
- EFSA may apply event audience engagement tools, especially MENTIMETER or SLI.DO; allowing for online Q/A sessions, polls, interaction and information sharing with participants
- Information about the arrangements for travelling & accommodation and banking information, in order to reimburse travel expenses or to pay allowances.

7) Recipients of the data (Article 31.1(d))	
Line managers of the data subject	<input type="checkbox"/>
Designated EFSA staff members	<input checked="" type="checkbox"/>
Other recipients (<i>please specify</i>):	<input checked="" type="checkbox"/>
<p>EFSA staff, EFSA's contractor for the organisation of meeting and events, conference organisers and participants, EFSA's travelling agency as concerns information on travelling arrangements and accommodation, without prejudice to a possible transmission to bodies in charge of a monitoring, auditing or inspection task in accordance with European Union legislation.</p> <p>Attendance lists, presentations and pictures as well as any webstreaming and/or audio/video recording may be made available on the website of EFSA and/or on social media.</p>	

8) Transfers to recipients outside the EEA (Article 31.1 (e))	
Data are transferred to third country recipients:	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes , specify to which third country:	
If yes , specify under which safeguards:	
Adequacy Decision of the European Commission	<input type="checkbox"/>
Standard Contractual Clauses	<input checked="" type="checkbox"/>
Binding Corporate Rules	<input type="checkbox"/>
Memorandum of Understanding between public authorities	<input type="checkbox"/>

9) Technical and organisational security measures (Article 31.1(g))	
<i>How is the data stored?</i>	
On EFSA's Document Management System (DMS)	<input checked="" type="checkbox"/>
On a shared EFSA network drive or in an Outlook folder	<input type="checkbox"/>
In a paper file	<input type="checkbox"/>
Using a cloud computing solution (please detail the service provider and main characteristics of the cloud solution, e.g. public, private)	<input checked="" type="checkbox"/>
On servers of an external service provider	<input checked="" type="checkbox"/>
On servers of the European Commission or of another EU Institution	<input type="checkbox"/>

In another way (*please specify*):

Please provide some general information on the security measures applied:

- The online event registration tool is managed by EFSA's contractor (currently Pomilio Blumm). The relevant contract includes tailored requirements for data protection and information security regarding tools applied.
- In the context of audience engagement tool MENTIMETER or SLI.DO and in the use of EFSA images repository BYNDER (SaaS cloud), data may be transferred outside the EEA. Such international data transfers are warranted by Standard Contractual Clauses

10) Retention period (Article 4.1 (e))

Collected personal data are stored as long as follow-up actions are needed in the context of the meeting or event concerned. For the purpose of contacting audiences in the future in the context of EFSA's activities, EFSA may retain personal data in a customers relations database, specifically designed for this purpose. If data subjects do not agree with this, they can contact the Controller by using the contact Information in the invitation letter of in the event registration tool.

11) Consultation with the Information Security Officer

Was the ISO consulted on the processing operation ?

Yes No

If yes, please provide some details on the consultation with the ISO:

12) Information given to data subjects (Articles 15 and 16)

Has information been provided to data subjects on the way their data is processed including how they can exercise their rights (access, rectification, objection, data portability)? Usually this information is provided in a Privacy Statement, specifying the controller's contact details. As possible, please provide a link to the relevant Privacy Statement or a description.

A Privacy Statement concerning the processing of personal data on the occasion of EFSA meetings and events is available in the legal notice on the EFSA website, as well as in the online events registration tool.

Last update of this record: 20/11/2020

Reference: DPO/COM/1