



RECORD OF A PERSONAL DATA PROCESSING ACTIVITY

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

Title
Meetings of the EFSA Management Board

1) Controller(s) of data processing activity (Article 31.1(a))
<p>EFSA unit in charge of the processing activity: Legal & Assurance Services Unit (LA)</p> <p>EFSA Data Protection Officer (DPO): DataProtectionOfficer@efsa.europa.eu</p> <p>Is EFSA a co-controller? <input checked="" type="checkbox"/> No</p> <p>If yes, indicate who is EFSA's co-controller:</p>

2) Who is actually conducting the processing? (Article 31.1(a))
<p>The data is processed by EFSA itself <input checked="" type="checkbox"/></p> <p><i>Indicate the EFSA units or teams involved in the data processing:</i></p> <p>The processing operation is conducted together with an external party <input checked="" type="checkbox"/></p> <p><i>Please provide below details on the external involvement:</i></p> <p>The public meetings of the EFSA Management Board are recorded and stored in the SaaS cloud tool SoundCloud. These recordings of the public MB meetings are embedded in the EFSA website.</p>

3) Purpose of the processing (Article 31.1(b))
<p>The organization of meetings of the EFSA Management Board and the publication of relevant information and documents on the EFSA website</p>

4) Legal basis and lawfulness of the processing (Article 5(a)-(d)):
<p><i>Processing necessary for:</i></p> <p>(a) a task carried out in the public interest or in the exercise of official authority vested in EFSA <input checked="" type="checkbox"/></p> <p>(b) compliance with a legal obligation to which EFSA is subject <input type="checkbox"/></p> <p>(c) performance of a contract with the data subject or to prepare such contract</p>

<input type="checkbox"/>
(d) The data subject has given consent (ex ante, explicit, informed) <input checked="" type="checkbox"/>
<i>Further details on the legal basis:</i>
EFSA's Founding Regulation (EC) No 178/2002, Article 25 The MB Members' consent for what concerns photo sessions collected on the occasion of each MB meeting

5) Description of the categories of data subjects (Article 31.1(c))	
<i>Whose personal data are processed?</i>	
EFSA statutory staff	<input checked="" type="checkbox"/>
Other individuals working for EFSA (consultants, trainees, interims, experts)	<input 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 type="checkbox"/>
Relatives of the data subject	<input type="checkbox"/>
Other categories of data subjects (please detail below)	<input type="checkbox"/>
<i>Further details concerning the data subjects whose data are processed:</i>	

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 checked="" type="checkbox"/>
Curriculum vitae	<input type="checkbox"/>
Financial details	<input 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:

Data on MB members are processed for the purpose of organising their travel, accommodation, transfer to/from EFSA and reimbursement of mission costs. In the organisation of the meetings EFSA draws special attention to adhere to the principles of purpose limitation, data minimisation, accuracy and storage limitation with regard to the personal data processed.

The public meetings of the Management Board are audio recorded by means of SoundCloud (SaaS cloud) and the recordings are made available on EFSA's website.

EFSA may organize photo shooting sessions and spread information, including pictures, by means of EFSA's corporate media, including social media accounts such as Twitter. Case-by-case for each meeting, the consent of meeting participants to be covered in such photo shoots will be sought. Approved images are stored in EFSA's digital repository BYNDER (SaaS cloud)

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"/> |

Information on the public meetings of the MB is published on the EFSA website

8) Transfers to recipients outside the EEA (Article 31.1 (e))

Data are transferred to third country recipients:

Yes No

If yes, specify to which third country:

If yes, specify under which safeguards:

Adequacy Decision of the European Commission

Standard Contractual Clauses	<input 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))

How is the data stored?

On EFSA's Document Management System (DMS)

On a shared EFSA network drive or in an Outlook folder

In a paper file

Using a cloud computing solution (please detail the service provider and main characteristics of the cloud solution, e.g. public, private)

On servers of an external service provider

On servers of the European Commission or of another EU Institution

In another way (*please specify*):

Please provide some general information on the security measures applied:

SoundCloud (SaaS cloud) for storage of the audio files of the MB public meetings, embedded in the EFSA website ; BYNDER (SaaS cloud) digital repository for storage of EFSA approved images.

10) Retention period (Article 4.1 (e))

Data will be deleted at the expiry of established retention periods: reference documents for the financial management related to travelling and accommodation are kept for 7 years whilst meeting recordings will remain available online for the period EFSA deems necessary to address the provisions on openness and transparency enshrined in EFSA's Founding Regulation (EC) n° 178/2002.

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 note on processing of their personal data is provided to the MB members upon their appointment

Last update of this record: 20/11/2020

Reference: DPO/GOV/11