

01 - Name of processing	ERA meetings, workshops, seminars, events other than those managed via SRM
02 - Reference	42
03 - Submission Date	29-06-12
04 - Last update	30-06-20
05a - Controller	CARR Christopher
05b - Unit-Sector	Executive Office and Communication Unit
05c - Controller's email	AOD.exo@era.europa.eu
06 - DPO	DataProtectionOfficer@era.europa.eu 120 Rue Marc Lefrancq, 59300 Valenciennes, France Tel.+33 (0) 32 70 96 500
07 - Name and contact details of joint controller (where applicable)	
08a - Who is actually conducting the processing? (Article 31.1(a))	The data is processed by ERA (responsible unit) itself
08b - Name and contact details of processor (where applicable)	
09 - Purpose of processing	Organisation and management of meetings with (e.g. IPA, EU Medrail) or without outside participants, including management of: lists for contacts, invitations, participants, presentations, photographs/pictures, live web streaming and/or audio and video recording, reporting, distribution of reports, feedback on reports, meeting follow-up or evaluation, follow-up meetings, follow-up actions, lists and mailing-lists for invitation, project documents, news, newsletters and publications, including on intranet/internet.
10a - Data Subjects	All ERA staff (including SNE and trainees) and natural persons external to the Agency, invited and participating to meetings

10b - Personal data

Only data necessary for the organisation and management of the meeting, such as Gender (needed for the right title)/ name/surname/profession/ postal & e-mail addresses/phone number/fax number/Live web streaming and/or audio and video recording of speakers and participants, presentations of speakers could be processed and published in the context of the meeting (an opt-out is provided for in the model privacy statement). For access control purposes by security guards to the Agency's premises (under responsibility of the Resources and Support Unit - see record 15): identity/passport n°/date of birth.For the purpose of reimbursement of travel expenses/allowances: information about the form of transport use & hotel, and banking information.No data fields which fall under article 10.

11 - Time limit for keeping the 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. Reports containing personal data will be archived according to the Agency's legal framework.

Nevertheless, where needed, personal data will be part of a list of contact details shared internally amongst the ERA Units for the purpose of contacting data subjects in the future in the context of the Agency's activities. If data subjects do not agree with this, they may exercise their rights to have it deleted.

12 - Recipients of the data

Participants of the meetings and members of ERA staff having access to the respective meeting.

For transparency purposes, personal data of experts/observers which are members of an agency working Party/Group are published on the extranet (<http://extranet.era.europa.eu/Pages/default.aspx>) for as long as the membership upholds and/or until removal from the site is requested. Processing data in Extranet is under the responsibility of the Head of Resources and Support Unit (see Notification DPO-35).

13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?

If personal data are published on a publicly available website (e.g. Agency website), this means that they are accessible worldwide. Following the opinion of the EDPS, this does not constitute a transfer of personal data. Anyhow, the participants have to be aware of such a publication and the opportunity has to be given to them to opt-out on legitimate grounds which are assessed by the organiser. Therefore the specific data protection statement provides for the possibility of opting out. If a report including the presence list is shared between participants and organisations represented in the meeting, in order to keep the network of the participants operational, and as it is an ERA document, it underlies also the Agency's Decision concerning the Public access to documents.

14 - How is data stored? What are the security measures implemented?

The processing complies with the Agency's electronic information security policy. In case the meeting is organised by an external company, the collected personal data and all information related to the abovementioned event, are stored on a computer of the external contractor (considered as the processor) who has to guarantee the data protection and confidentiality required by Regulation (EU) 2018/1725.

15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice

You have the right to access your personal data, which is the right to obtain confirmation about your data processed by the Agency and the right to ask for the correction of any inaccurate or incomplete personal data. You have also the right to object to the processing or request to erasure of your personal data, which will be implemented as soon as your specific request will have been deemed legitimate. If you have any queries concerning the processing of your personal data, you may address them to the data Controller. You will find the address in the contacts below.

In order to exercise your rights as data subjects you are invited to contact the Controller by email at communication@era.europa.eu.

Any other questions on the stakeholder relationship management can be sent using the [contact us-form](#) on the ERA website, selecting as topic of request: 'User management of workgroups'.

In case you have any questions related to the protection of your personal data, you can contact the ERA Data Protection Officer at DataProtectionOfficer@era.europa.eu.

You have at any time the right of recourse to the European Data Protection Supervisor at edps@edps.europa.eu.

15a - Data subject rights	Right to have access; Right to rectify; Right to erase ("right to be forgotten"); Right to
16 - Legal Basis	Agency Regulation (EU) 2016/796;#149
17 - Lawfulness of processing	The agency collects and processes personal data in compliance with Article 5(a) and (b) of the EUI Data Protection Regulation (EU- 2018/1725
18 - Data minimisation	The minimum data is collected allowing an efficient preparation, execution and management of ERA events, meetings, workshops, seminars (other than those managed via SRM).
19 - Accuracy	In most of the cases data is either introduced directly by the data subjects or copy/paste from electronic messages.
20 - Access and other rights of persons whose data is processed	
21 - Special category data	N/A
22 - DPIA	N/A
23 - Link to the Threshold assessment-Risks	
24 - Other related documents	