

Record of processing activity

01 - Name of processing	Declaration of confidentiality Management Board
02 - Reference	104
03 - Submission Date	01/03/2023
04 - Last update	01/03/2023
05a - Controller	GHERGHINESCU Oana
05b - Unit-Sector	Corporate Assurance and Performance Unit
05c - Controller's email	ManagementBoard@era.europa.eu
06 - DPO	DataProtectionOfficer@era.europa.eu [mailto: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)	N/A
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)	N/A
09 - Purpose of processing	<p>The Agency is a public body of the European Union. It has been entrusted with an important duty of protecting sensitive data and confidential information pertaining to the railway area. The Agency must respect confidentiality of information that it holds as legally required. The protection of personal data and respect of confidential information is an essential part of the relationship between the Agency and its stakeholders. In lien with article 51 of the Agency Regulation, the Agency recognizes that the Management Board members as well as other participants to the Management Board activities may have access to confidential information for the purpose of exercising their duties. For this reason, the persons attending the Management Board meeting and/or taking part to Management Board activities commit to keep confidential any data, documents, or other material (in any form) that is identified as confidential at the time it is disclosed. The information from the Data Protection form is needed in order to:</p> <ul style="list-style-type: none"> * prevent disclosure and unintentional misuse of confidential information acquired by the participants in the Management Board activities * reinforce the obligation of confidentiality and duty to act with integrity and discretion and * develop confidence in the Agency decision making process.

10a - Data Subjects	Member and alternates of the Management Board, advisers, observers, representative of third countries as defined in art. 17 of the Rules of Procedures of the Management Board and the Agency Regulation
10b - Personal data	* Data to identify the person: surname, forename. * Data relevant to the role of the persons in the Management Board activities as identified in the Agency Regulations and the Management Board rules of procedures: Management Board member, adviser, observer, representative of third country
11 - Time limit for keeping the data	The Declaration of confidentiality will be kept for 2 years from the moment of reception of the declarations after the end of the mandate/ term of office of the data subject
12 - Recipients of the data	The recipients are designated ERA staff members on a need to know basis All recipients of the data are reminded of their obligation not to use the data for any further purpose other than the ones for which they were collected. Personal data is not intended to be transferred to a third country outside the EU.
13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
14 - How is data stored? What are the security measures implemented?	The Declaration of confidentiality of Management Board Members and alternates, advisers, observers and representatives of third countries are stored on Agency's extranet (Management Board extranet) See also Information and IT security rules at the Agency
15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice	Data Protection Notice given to the data subjects together with the Declaration form
15a - Data subject rights	Right to have access
16 - Legal Basis	
17 - Lawfulness of processing	Legal basis: * Management Board Decision adopting Rules of procedures for the Management Board Lawfulness: The above data processing operation is carried out in accordance with Art. 5(a) of Regulation (EC) 2018/1725: Processing is necessary for the performance of a task carried out in the public interest.
18 - Data minimisation	The data processed correspond to what it is requested in the corresponding legal texts
19 - Accuracy	The data is confirmed with the data subject

20 -Threshold assessment, fill in the specific Threshold assessment-Risks entry in sharepoint.	N/A
21 - Special category data	N/A
22 - DPIA	N/A
23 - Link to the Threshold assessment-Risks	N/A
24 - Other related documents	No