

## Record of processing activity

01 - Name of processing	Events organised or co-organised by ERA (conferences, workshops, dissemination and trainings, exhibitions, meetings, e.g., Working Parties, either in physical, hybrid or online format)
02 - Reference	42
03 - Submission Date	29/06/2012
04 - Last update	19/02/2024
05a - Controller	GIGANTINO Anna
05b - Unit-Sector	Monitoring, Analysis, Research and Stakeholders Unit
05c - Controller's email	AOD.mars@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	The EU Agency for Railways collects and processes your personal data to provide you with information about events it is organising (directly or indirectly) or co-organising with other institutions/organisations (before, during and after). It also processes your personal data to manage your application for participation, your registration, your payment of a registration fee, or any reimbursement for that event. Audio-visual recording of the speakers, organisers, and participants, as well as photographs of the speakers and panoramic photographs of participants and organisers may be taken and published in the context of dissemination and promotion of the event through the Agency communication channels (e.g., website, YouTube, social media, etc.). Events include conferences, workshops, dissemination and trainings, exhibitions, meetings, e.g., Working Parties, either in physical, hybrid or online format.
10a - Data Subjects	All ERA staff (including SNE and trainees) and natural persons external to the Agency, invited and participating to events.

<p>10b - Personal data</p>	<p>Only data necessary for the organisation and management of the conference will be processed. Those could be: * title (not compulsory) * name * surname * profession/ job-title * organisation and professional contact details * VAT number if applicable * financial information (such as a payment card number) * Live web streaming and/or audio and video recording, pictures of participants * Live web streaming and/or audio and video recording, pictures, biographies, presentations of speakers and other materials, processed and published in the context of the event. The EU Agency for Railways will use its Stakeholder Relationship Management Tool (SRMO) to process the personal data collected in the framework of events directly managed (See record 71 on SRMO). For events directly managed by ERA, the controller must obtain consent for the processing operations indicated below: * Photographs and/or audio-visual recordings taken during the event on behalf of the EU Agency for Railways by an authorised external service provider or by ERA staff itself. (Data Protection Notice [<a href="https://www.era.europa.eu/content/privacy-notice">https://www.era.europa.eu/content/privacy-notice</a>]) and consent forms – specific consent may be required for speakers) * a list of participants’ contacts (email address, name, surname, organisation) may be shared with those that share their agreement. (Consent Form/template for registration form). Generally, consent may be withdrawn at any time by writing at <a href="mailto:AODMars@era.europa.eu">AODMars@era.europa.eu</a> [<a href="mailto:communication@era.europa.eu">mailto:communication@era.europa.eu</a>], and that will not affect the lawfulness of the processing of personal data prior to such withdrawal. However, published materials based on prior written consent cannot be withdrawn, due to the public availability of contents through web communication channels, (Agency's website, YouTube and social media channels). Regarding payment of the registration fees, or participation if credit card is the preferred option they are processed through the Stripe [<a href="https://stripe.com/en-fr/legal/privacy-center#What%20Personal%20Data%20Is%20Shared%20by%20Stripe%20with%20The%20Business%20Users%20I%20use?">https://stripe.com/en-fr/legal/privacy-center#What%20Personal%20Data%20Is%20Shared%20by%20Stripe%20with%20The%20Business%20Users%20I%20use?</a>] platform (Privacy Policy (stripe.com) [<a href="https://stripe.com/gb/privacy">https://stripe.com/gb/privacy</a>]), or alternatively via bank transfer. Finally, ERA or contractors may collect feedback on the event from the participants using different tools, but always ensuring anonymous response.</p>
<p>11 - Time limit for keeping the data</p>	<p>For personal data processed through the Stakeholder Relationship Management System SRMO (Data Protection Notice [<a href="https://www.era.europa.eu/content/privacy-notice">https://www.era.europa.eu/content/privacy-notice</a>]). For events organised without using SRMO, the time limit will be agreed with an eventual contractor and published in the relevant Data protection notice.</p>

<p>12 - Recipients of the data</p>	<p>Access to your personal data is provided to the EU Agency for Railways staff which is responsible for carrying out this processing operation and to Agency contractors according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements. ALL RECIPIENTS OF THE DATA ARE REMINDED OF THEIR OBLIGATION NOT TO USE THE DATA FOR ANY FURTHER PURPOSE OTHER THAN THE ONE FOR WHICH THEY WERE COLLECTED. THE PERSONAL INFORMATION COLLECTED WILL NOT BE COMMUNICATED TO THIRD PARTIES, EXCEPT WHERE NECESSARY FOR THE PURPOSES OUTLINED AND TO THE ENTITIES IDENTIFIED ABOVE. PERSONAL DATA IS NOT INTENDED TO BE TRANSFERRED TO A THIRD COUNTRY OUTSIDE THE EU, UNLESS EXPLICITLY MENTIONED. However, upon publication, any individual could be a potential recipient of the personal data published, e.g., in social media, YouTube, Web.</p>
<p>13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</p>	<p>N/A</p>
<p>14 - How is data stored? What are the security measures implemented?</p>	<p>The processing complies with the Agency’s electronic information security policy. Regarding events managed through contractors (e.g., major conferences planned in the multi-annual Communication and Dissemination Plans) personal data may be registered on contractor platforms (considered as the processor) outside SRMO, that have to guarantee the data protection and confidentiality required by Regulation (EU) 2018/1725. Therefore, a specific privacy notice may be issued to describe such processing.</p>
<p>15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice</p>	<p>Data subjects are informed about the data processing via data protection notice attached to the present notification and published on the Agency website.</p>
<p>15a - Data subject rights</p>	<p>Right to have access</p>
<p>16 - Legal Basis</p>	<p>Agency Regulation (EU) 2016/796</p>
<p>17 - Lawfulness of processing</p>	<p>The above data processing operation is carried out in accordance with Art. 5 (1)(b) and 5 (1)(d) of Regulation (EC) 2018/1725: processing is necessary for the performance of a task carried out in the public interest and upon consent.</p>
<p>18 - Data minimisation</p>	<p>The minimum data is collected allowing an efficient preparation, execution and management of ERA events, meetings, workshops, seminars (other than those managed via SRMO).</p>

19 - Accuracy	In most of the cases data is either introduced directly by the data subjects.
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	N/A