

Record of processing activity

01 - Name of processing	Acquisition, editing, management and publication of audio-visual materials, including testimonials and quotations, to be used for information and promotional purposes.
02 - Reference	77
03 - Submission Date	17/05/2019
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)	Agency's contractors may act as processors for some specific event.
09 - Purpose of processing	The acquisition, editing, managing, and publishing of audio-visual materials including testimonials and quotations, including identifiable individuals (ERA staff/non-ERA staff) with informational or promotional purposes in publicly accessible communication channels. Data will not be used by the Agency for any further purpose.
10a - Data Subjects	ERA staff and non-staff individuals.
10b - Personal data	The types of data, including personal data, which may be processed are as follows: * Photos including identifiable individuals * Videos including identifiable individuals * Audios including the voice of identifiable individuals * Texts or transcripts including quotations or testimonials from identifiable individuals * A combination of the above
11 - Time limit for keeping the data	For technical reasons, published materials, testimonials or quotations based on prior written consent cannot be withdrawn, due to the public availability of contents through some communication channels, like the web (Agency's website, YouTube channel and social media channels).

12 - Recipients of the data	Access to your personal data is provided to the EU Agency for Railways staff, which is responsible for carrying out this processing operation, such staff abide by statutory, and when required, additional confidentiality agreements, and to Agency contractors which may act as processors. However, upon publication, any individual could be a potential recipient of the personal data published, e.g., in social media, YouTube, Web.
13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	N/A
14 - How is data stored? What are the security measures implemented?	Appropriate organizational and technical security measures will be ensured according to the data protection legislation applicable to EU institutions and bodies. Those measures include the security measures established in the IT infrastructure aimed to protect the Agency information and with access controls based on need-to-know and least privileges principles.
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 subjects are informed about the data processing via data protection notice including the request for consent, attached to the present notification and published on the Agency website.
15a - Data subject rights	Right to withdraw consent at any time
16 - Legal Basis	MB Decision n° 336 of 21/11/2023 adopting SPD
17 - Lawfulness of processing	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 request.
18 - Data minimisation	
19 - Accuracy	
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