

Record of processing activity

01 - Name of processing	Publication of personal data of ERA staff in senior and middle management position on the Agency's website
02 - Reference	93
03 - Submission Date	30/06/2020
04 - Last update	08/12/2023
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 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 a third party (e.g. contractor) (Art. 29 – Processor)
08b - Name and contact details of processor (where applicable)	DG DIGIT
09 - Purpose of processing	The presentation on ERA website of the organisation aims to promote transparency and trust in the integrity of the Agency's decision-making process. For the Executive Director and Head of Department/Units, Declaration of interest and CV are also published including: education, training, professional experiences and memberships to bodies or associations. Publication of CVs appears necessary in order to safeguard the integrity and accountability of ERA as an EU institution by ensuring impartiality, objectivity and independence of the ERA senior staff members and by allowing control by the public.
10a - Data Subjects	Executive Director and Head of Department/Units.
10b - Personal data	The following fields of personal data are collected for the above-mentioned purposes: a) Declaration of interest Name, Surname, Employment, Consultancy, Board/s membership, Research funding, Intellectual property rights, financial investments. b) CV Name, surname, employment title, education and training, professional experiences and memberships to bodies or associations.
11 - Time limit for keeping the data	Personal data will be kept as long as the data subject concerned remains in active employment as a member of the Agency staff.

12 - Recipients of the data	Data on the website are publicly accessible.
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?	The processing operations are conducted in line with ERA's IT Security Policy. The data shall be regularly updated so as to ensure accuracy and quality in the publications. However, there are no technical means to guarantee the data subjects concerned that the information/photos appearing on the Internet will not be used in any other way by those who can access the data.
15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice	
15a - Data subject rights	Right to have access
16 - Legal Basis	Agency Regulation (EU) 2016/796
17 - Lawfulness of processing	The processing is lawful and necessary following Article 5(1)(a) of Regulation (EU) 2018/1725.
18 - Data minimisation	Only the necessary data aimed at an enhanced communication is published on ERA website.
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