



European Research Council
Executive Agency

Established by the European Commission

RECORD OF PERSONAL DATA PROCESSING

Art. 31 of the REGULATION (EU) 2018/1725 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (henceforth the "Data Protection Regulation")

Record n°

DPO 42-2020

In accordance with Article 31 of the data protection regulation, individuals whose personal data are processed by the Executive Agency in any context whatsoever are to be protected with regard to the processing of personal data and the Executive Agency has to keep records of their processing operations.

This record covers two aspects:

- 1. Mandatory records under Art 31 of the data protection regulation (recommendation: make the header and part 1 publicly available)*
- 2. Compliance check and risk screening (initial; part 2 is internal only to the Agency, not published)*

The ground for the record is (tick the relevant one):

- Regularization of a data processing operation already carried out*
- Record of a new data processing operation prior to its implementation*
- Change of a data processing operation*
- Migration from notification to record*

Organisation of Events

1	Last update of this record if applicable	DPO 34-2012 Ares(2012)1177047 - 08/10/2012
2	Short description of the processing	<p>The ERCEA processes personal data in order to organise and co-organises meetings, conferences, congresses, outreach activities and other events, within and outside Europe. The ERCEA also organises and co-organises online events and meetings on different platforms, both targeting external and internal audiences.</p> <p>The aim of this processing operation is to 1) raise awareness on ERC funding opportunities and calls for proposals to potential applicants, 2) promote the results of</p>

		<p>ERC-funded research, 3) inform on the ERC activities and achievements and 4) connect staff with the mission of the organisation, and boost staff engagement levels in the Agency.</p> <p>This processing operation covers meetings with external visitors or delegations, events organised by both ERCEA staff and an external contractor; meetings organised by an external third party (for example ERC National Contact Points); meetings the ERCEA organises in the framework of larger external events.</p>
Part 1 - Article 31 Record		
3	Function and contact details of the controller	<p><u>External events</u></p> <p>Head of Unit A.2 – “Communication”</p> <p>erc-info@ec.europa.eu</p> <p><u>Internal events</u></p> <p>Head of Unit D.2 – “Human Resources”</p> <p>ERC-INTERNAL-COMMUNICATION@ec.europa.eu</p>
4	Contact details of the Data Protection Officer (DPO)	ERC-DATA-PROTECTION@ec.europa.eu
5	Name and contact details of joint controller (where applicable)	<p>In case of events co-organised with external partners, the joint controllers could be:</p> <ul style="list-style-type: none"> - ERC National Contact Points - Euraxess Worldwide network <p>The Data Protection Notice specific for the event will provide the relevant information.</p>
6	Name and contact details of processor (where applicable)	<p><u>Directorate-General for Informatics (DG DIGIT)</u></p> <p>DIGIT-DATA-PROTECTION-COORDINATOR@ec.europa.eu</p> <p><u>External contractors/co-organisers</u></p> <p>When an event is organised in cooperation with a co-organiser, when the ERC participates in an event organised by a third party or when an external contractor manages the registrations to an event, personal data are processed by them.</p> <p>External contractors may be used by ERCEA for the organisation of a specific event. They are instructed in their contract to treat the data confidentially and according to Regulation (EU) 2018/1725.</p> <p>The Data Protection Notice specific for the event will provide the information related to the contractor.</p>

7	<p>Purpose of the processing</p>	<p>The ERCEA organises and co-organises physical and online meetings, conferences and events, which are attended by ERCEA staff members and by external participants inside and outside its premises. The Agency also co-organises events together with third party organisations and participates in events and congresses organised by third parties.</p> <p>The ERCEA also organises and co-organises online events on different platforms. Online events could be live-streamed from the ERC social media (e.g. Facebook, Twitter, YouTube). The Data Protection Notice specific for the event will provide the relevant information about the platform used as well as the social media.</p> <p>The organisation of events usually includes the following purposes:</p> <ul style="list-style-type: none"> - Processing invitations and attendance lists; - Secure access to the premises of the event; - Event reporting including taking photos and audio-video recordings and their possible distribution and publication; - Event follow-up actions; - Communication purposes for processing contact details linked to the current and future events; - Reimbursement of travel expenses; - Statistical and historical purposes. <p><i>The processing operation on audio-visual material is covered under the records "Use of photos and audio-visual material in relation to the implementation of the ERC programme" and "Internal Communication Activities". The Records are available at the ERCEA register of processing operations.</i></p>
8	<p>Description of the categories of data subjects</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> EA staff <input checked="" type="checkbox"/> Visitors to the EA <input checked="" type="checkbox"/> Contractors providing goods or services <input type="checkbox"/> Applicants <input checked="" type="checkbox"/> Relatives of the data subject <input type="checkbox"/> Complainants, correspondents and enquirers <input type="checkbox"/> Witnesses <input checked="" type="checkbox"/> Beneficiaries ERC grantees, PIs, ERC team members <input checked="" type="checkbox"/> External experts <input checked="" type="checkbox"/> Other <ul style="list-style-type: none"> - ERC National Contact Points; - Staff of European Institutions, Agencies and Bodies; - Staff of International Organisations

<p>9</p>	<p>Description of personal data categories</p> <p>Indicate all the categories of personal data processed and specify which personal data are being processed for each category (between brackets under/next to each category):</p>	<p><i>Categories of personal data:</i></p> <p><input checked="" type="checkbox"/> in the form of personal identification numbers</p> <p>[ID documentation for access control purposes].</p> <p><input checked="" type="checkbox"/> concerning the physical characteristics of persons as well as the image, voice or fingerprints</p> <p>[Pictures, videos, audio recordings].</p> <p><input type="checkbox"/> concerning the data subject's private sphere</p> <p><input checked="" type="checkbox"/> concerning pay, allowances and bank accounts</p> <p>[Bank details (e.g. IBAN, bank name, address)].</p> <p><input checked="" type="checkbox"/> concerning the data subject's family</p> <p>[Name, surname and age of relatives].</p> <p><input checked="" type="checkbox"/> concerning the data subject's career, recruitment and contracts</p> <p>[E.g. job title, organisation, affiliation, achievements, grants, publications].</p> <p><input type="checkbox"/> concerning leave and absences</p> <p><input type="checkbox"/> concerning missions and journeys</p> <p><input type="checkbox"/> concerning social security and pensions</p> <p><input type="checkbox"/> concerning expenses and medical benefits</p> <p><input checked="" type="checkbox"/> concerning telephone numbers and communications</p> <p>[Telephone number].</p> <p><input checked="" type="checkbox"/> concerning names and addresses (including email addresses)</p> <p>[Name, surname, title, email address, postal address].</p> <p><input checked="" type="checkbox"/> Other:</p> <p>[Depending on the type of event the ERCEA is organising, other categories of personal data may be processed. Moreover, staff members may voluntarily disclose additional personal information].</p> <p><i>Categories of personal data processing likely to present <u>specific risks</u>:</i></p> <p><input type="checkbox"/> data relating to suspected offences, offences, criminal convictions or security measures</p> <p><input type="checkbox"/> data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)</p> <p><i>Categories of personal data whose processing is</i></p>
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10	Retention time (time limit for keeping the personal data)	<p><i>prohibited, with exceptions (art. 10 new Regulation):</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> revealing racial or ethnic origin <input type="checkbox"/> revealing political opinions <input type="checkbox"/> revealing religious or philosophical beliefs <input type="checkbox"/> revealing trade-union membership <input checked="" type="checkbox"/> concerning health <p>[Information about any physical constraint requiring special measures to access the ERCEA premises].</p> <ul style="list-style-type: none"> <input type="checkbox"/> genetic data, biometric data for the purpose of uniquely identifying a natural person <input type="checkbox"/> concerning sex life or sexual orientation <p>Personal data processed in the context of the organisation of an event are kept for at least five years as indicated in the Common Commission-Level Retention List SEC(2019)900/2 of 19 April 2019.</p> <p>Audio-visual material (photos and videos) are available online and kept in dedicated folders on the ERCEA share drive for a maximum of 10 years.</p> <p>Is any further processing for archiving purposes in the public interest, historical, statistical or scientific purposes envisaged? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Audio-visual material and documents of historical relevance may be kept indefinitely as their destruction would be against the grounds for which they were taken and drafted.</p> <p>Moreover, the ERCEA may envisage anonymous statistical analyses.</p>
11	Recipients of the data	<p>Access to the data is limited only to authorised staff members involved in the organised activity on a need-to-know basis.</p> <p>In case of events organised with the support of external contractors, data may be shared with them.</p> <p>For some specific events and with participants' prior consent, their contact details may be shared with other participants for networking purposes by email or via a shared participants' list.</p> <p>In case of use of pictures or audio-visual material on the ERC website and ERC social media, the data subject has given consent to the use of such material signing a specific statement of release.</p> <p>In case of online events which are recorded, the data subject has given consent, as well as to the use of such recorded material, signing a specific statement of release. This material may be used for communication purposes, published on the ERC website or promoted via the ERC</p>

		<p>social media.</p> <p>In addition, certain administrative details may be disclosed, in compliance with the relevant current legislation and established case law, and on a temporary basis to legislative or supervisory bodies of the ERCEA, as well as auditing bodies or courts.</p>
12	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	The ERCEA does not plan to transfer personal data to third countries or international organisations, however, events may be organised as well as by external contractors that may be located in third countries or international organisations. If this will be the case, the transfer will happen only if all the necessary safeguards measures are in place.
13	General description of the technical and organisational security measures	<p>Access to any event folder on the ERCEA share drive is limited to staff members involved in the organisation of the event.</p> <p>Access to the servers is restricted to selected staff members, the Head of the IT unit (D.1) and the LSA team.</p>
14	Information to data subjects/Data Protection Notice (DPN)	<p>The Agency uses a Data Protection Notice to inform data subjects when they register to an event. The DPN is specific for each event.</p> <p>A DPN is also published on the website of the event if applicable.</p> <p>Participants are informed in the invitation or when they register if it is foreseen to take photos/videos during the event and how they will be used. Participants are also informed that if they do not want to be filmed or taken in photograph, a reserved area in the meeting room is available for this purpose. In case of networking events, participants who do not want to be filmed or taken in photograph receive a lanyard of a different colour.</p>