



EDPS Record of Processing Activity

Nr.	Item	Description
<i>Management of meetings, conferences and other events ("events") organised by the EDPS</i>		
1.	Last update of this record	19-02-2024
2.	Reference number	42
Part 1 - Article 31 Record (specific legal obligation to publish – see Article 31(5))		
3.	Name and contact details of controller	<p>European Data Protection Supervisor (EDPS) Postal address: Rue Wiertz 60, B-1047 Brussels Office address: Rue Montoyer 30, B-1000 Brussels Telephone: +32 2 283 19 00 Email: edps@edps.europa.eu</p> <p>Delegated controller responsible to maintain the record: Information and Communication Unit, contact e-mail: press@edps.europa.eu</p> <p>Other EDPS departments can be responsible, depending on the event organised.</p> <ul style="list-style-type: none"> • Supervision & Enforcement Unit (supervision@edps.europa.eu) is the delegated controller for the organisation of the EDPS-DPO meetings and the International Organisations Workshop on Data Protection • Technology and Privacy Unit (tech-privacy@edps.europa.eu) is the delegated controller for the organisation of the Internet Privacy Engineering Network (IPEN) event.

Document info

Roles & Contact Details



- The **Secretary-General** (EDPS-Secretary-General@edps.europa.eu) is the delegated controller for the EDPS-DPOs roundtables that are organised in practice by the EDPS DPO.

Contact form for enquiries on processing of personal data to be preferably used: https://www.edps.europa.eu/about-edps/contact_en

When video conference tools (VCTs) provided by the European Parliament (e.g. Cisco Webex; Web Meeting) are used, the EP-DG ITEC is controller regarding the technical and legal aspects that it decides upon, such as for example the contractual clauses concluded with Cisco, as well as regarding technical customisation done at ITEC level and over which EDPS does not have any control or the possibility to alter.

European Parliament
DG ITEC - Individual Equipment & Logistics Unit (EQUILOG)
ITEC-DPO-EQUILOG@europarl.europa.eu

You can find the EP Data Protection Statement here: <https://www.europarl.europa.eu/data-protect/reportPdf/printPrivacyStatement.do;jsessionid=0CC8F364B5DD0BDB79943F458451A72B?prefix=V3&nr=570>

Contact for enquiries: EP DPO - <http://www.europarl.europa.eu/at-your-service/en/stay-informed/data-protection>

The EDPS is controller regarding the business processing of personal data when VCTs are used for the events it organises (this includes business choices made on the use of the features of video conferencing tool, such as meeting recording).

You can find the EDSP Data Protection notice on Cisco Webex here: https://edps.europa.eu/data-protection/our-work/publications/data-protection-notices/use-video-conferencing-software-cisco_en and the record here: https://edps.europa.eu/system/files/2022-02/58_-_record_of_processing_activity_-_webex_-_public_en.pdf.



4.	Name and contact details of DPO	dpo@edps.europa.eu
5.	Name and contact details of joint controller (where applicable)	Joint controllers may exist based on the context of the event: to be specified in data protection notices specific to events.
6.	Name and contact details of processor (where applicable)	Processors may exist based on the context of the event (e.g. contractors and sub-contractors used for general organisation, for management and payment of registrations, etc.): to be specified in data protection notices specific to events.
7.	Short description and purpose of the processing	<p>Management of meetings, conferences and other events (“events” in the rest of this document) organised by the EDPS and of contact details of individuals participating in the events.</p> <p>The event management includes usually processing of personal data for the following purposes:</p> <ul style="list-style-type: none"> - sending invitations and managing participation request - managing fees of participation in the event, if applicable - ensuring secure access to the EDPS premises (managed by the EP), to the premises of EP and of the European Commission (EC), as applicable. Processing of personal data for access control to EDPS and EP premises is covered by record - Access to building and parking policy for visitors.

Roles & Contact Details

Description of processing

	<ul style="list-style-type: none"> - event reporting including taking photos and audio-video recordings and their possible distribution and publication, where applicable (EDPS use of Social Media; EU Voice; EU Video; Spotify corporate account; EDPS corporate account on Instagram; Video and audio recordings). - event follow-up actions such as distribution of reports - managing contact details for communication purposes linked to the particular event organised - managing contact details for sending invitations to future events - using VCT platform for organising online events <p>The EDPS may use a VCT (including, but not limited to Webex, WebMeeting) to host online events. If technically possible, participants will not need to sign in to the platform to attend the event. Following the indications provided in the invitation may suffice to join the meeting (link or Meeting ID and password to join). Participants will be requested to indicate only their username of choice, unless otherwise indicated. Participants may opt to provide their full name and/or their organisational entity.</p> <ul style="list-style-type: none"> - recording of event sessions, if applicable; <p>If the event is recorded, participants will be informed at the moment of registration. If the VCT tool used enables to limit the recording only to the speakers, this will be the default option. If this is not feasible, information will be provided as to how and when consent to the recording can be provided. Consent will always be requested in advance. Participants who do not consent to be recorded should indicate a pseudonym (instead of their real name), keep their camera and microphone off and only ask questions through the chat function.</p> <ul style="list-style-type: none"> - management of reimbursement of travel and/or accommodation expenses (record Financial management/transactions) - management of dietary preferences, if applicable; - management of personal data in order to accommodate persons with disabilities, if applicable.
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Description of processing



8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p><u>Categories of individuals whose personal data the EDPS processes:</u></p> <ul style="list-style-type: none">- Individuals invited to enrolling or participating in an event organised by the EDPS- DPOs or Deputy DPOs of EUIs (for EDPS-DPOs meetings and the EDPS-DPOs roundtables) <p><u>Categories of personal data processed:</u></p> <ul style="list-style-type: none">- Contact details to register in events: usually first and last name; organisation; email address. <p>Depending on the event organised, these may be shared among the participants of the event for networking purposes, based on participants' consent.</p> <ul style="list-style-type: none">- Further personal data processed in the context of registration payment, if applicable: address, bank account number and credit card data, or other payment related data, depending on contractors and payment services used.- Depending on the event, photos and videos of participants - taken by EDPS staff or by others on behalf of EDPS staff, based on participants' consent. The EDPS is not responsible for photos/videos taken by participants in personal capacity.- Dietary preferences, where applicable, provided <u>optionally</u> by participants.- Depending on the event, information needed to access event venue: first and last name; organisation; birth date; nationality; type, number and validity of an official identification document (passport, ID card); car plate (if parking is needed).- Login credentials in case of online registrations.
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Description of processing



9. Time limit for keeping the data	<ul style="list-style-type: none">- Contact details used for event registration: deleted after the last action of the event follow-up, unless consent is given so that they may be used by the EDPS to send invitations to other events organised by the EDPS.- As a rule, the EDPS does not collect and further process personal data used for the payment of the registration to the event. The retention period of those personal data by the chosen contractor is determined based on applicable national and/or EU legislation and other possible legal bases. It will be included in the specific event data protection notice. The EDPS has the duty to verify the contractor's compliance with the applicable rules.- Photos and videos: archived after 10 years (after that time, not available any more on the EDPS website).- Dietary preferences and personal data regarding disabilities: deleted after the event follow-up.- Personal data needed to access EC premises, if applicable: the EDPS will delete these personal data at the latest 10 working days after the event. The EC will keep those personal data for 6 months, according to the rules described in its record.- Personal data needed to access EP premises, if applicable: the EDPS will delete these personal data at the latest 10 working days after the event. The EP will store your personal data for the time of the validity of the accreditation period and, after the termination of the validity, for 2 years for possible investigation needs. Please check relevant info in the EP record and data protection notice.- In the case of EDPS-DPOs meetings, the EDPS does not maintain a list of the participants to the meetings. Personal data are kept by the EDPS for the duration of the (Deputy) DPO appointment.- In the case of EDPS-DPOs roundtables, contact information is processed for (Deputy) DPOs, during the term of appointment as (Deputy) DPO. Summaries of discussion are kept for 10 years and then anonymised.- For information regarding applicable retention period of the VCT Webex, refer to the applicable record.
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Retention



10.	Recipients of the data	<ul style="list-style-type: none"> - Participants in the event (limited to contact details, if participants have given their consent) - Where applicable, contractors processing the event organisation, photos and videos, catering, payment related data. - Where applicable, the general public for photos and videos posted on EDPS website and EDPS social media websites. - EC or EP security staff, if the event takes place in these institutions' premises, limited only to the personal data necessary to access those premises (see section 8). For details refer to relevant info in their respective records (EC and EP). 	Recipients
11.	Are there any transfers of personal data to third countries or to international organisations? If so, to which ones and with which safeguards?	It will depend on the specificities of the event organised. For example, transfers to international organisations might occur in case of events organised by the EDPS and international organisations. Also, transfers outside of the EU/EEA might occur when using certain VCTs. Specific information will be included in specific data protection notices of events.	Transfers
12.	General description of security measures, where possible.	<p>Access to the information described at section 9 is granted on a need-to-know basis, through access control measures on the file system and in the EDPS Case management System.</p> <p>For managing access to EC premises or EP premises, see relevant info in their respective records (EC and EP).</p> <p>Specific information security measures are applicable to each VCT used and will be included in specific data protection notices of events.</p>	Security



13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	Specific data protection notices will be made available for each event.
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Data Protection Notice