



**EUROPEAN COMMISSION**

EUROPEAN CLIMATE, INFRASTRUCTURE AND ENVIRONMENT EXECUTIVE AGENCY

Programme Support & Resources Department

**Unit A1 – Programme Support, Coordination & Communication**

**RECORD OF PERSONAL DATA PROCESSING ACTIVITY**

*In accordance with Article 31 of the [Data Protection Regulation for EUIs](#)<sup>1</sup> (hereinafter<sup>2</sup> referred to as the Regulation), individuals whose personal data are processed by the European Climate, Infrastructure and Environment Executive Agency (hereinafter referred to as CINEA or Agency) in any context whatsoever are to be protected with regard to the processing of personal data and the Agency has to keep records of their processing activities.*

Record No: 2021-003/R1-COMM-02

Created on (date): 16/09/2020

Last update (date): 22/03/2021

**NAME OF THE PROCESSING ACTIVITY**

Processing of personal data during communication events (e.g. Meetings/ Conferences/Workshops/ Information day/ Events/Seminars/Interviews, etc.) and processing of related documents such as contact mailing-lists, databases, newsletters, etc.)

**GROUND FOR THE RECORD:**

- Regularisation of a data processing activity already carried out  
This record replaces notifications n° COMM-2, -4,-6,-7 & 8 issued under the previous Data Protection Regulation. This is a migration from a notification to a record.*
- Record of a new data processing activity prior to its implementation (for the activities which will be transferred from EASME )*
- Change of a data processing activity (e.g.: update of a record).*

<sup>1</sup> Regulation (EU) 2018/1725 of 23 October 2018

## 1. MANDATORY RECORD UNDER ARTICLE 31 OF THE REGULATION<sup>3</sup>

### 1.1. Name and contact details of controller

- a. CINEA A1  
Chaussée de Wavre 910  
BLS2 05/238  
BE – 1049 Brussels
- b. Head of Unit A1
- c. Email: [cinea-communication@ec.europa.eu](mailto:cinea-communication@ec.europa.eu)

### 1.2. Name and contact details of the Data Protection Officer (DPO)

CINEA DPO  
[CINEA-DPO@ec.europa.eu](mailto:CINEA-DPO@ec.europa.eu)

### 1.3. Name and contact details of joint controller (where applicable)

Not applicable

### 1.4. Name and contact details of processor (where applicable)

Please refer to the relevant data protection notice for accurate information on the relevant contractor where applicable<sup>4</sup>

### 1.5. Purpose of the processing

The **purpose of the processing** is to manage/organise virtual and physical meetings and events for communication purposes including the processing of contact lists, invitations, participants' lists, reports, feedback on communication activities, follow-up activities (meeting, communication actions, etc.), news, publications, interviews, photos, videos or recording of events, etc.

This processing contributes to the functioning of CINEA and the development of its communication strategy as executive agency of the European Commission.

The primary purpose is to contact participants ahead of and after the event to give them specific information and/or ask for feedback about the events for further improvements.

Furthermore, CINEA aims at establishing a contact list of people who gave their consent to be informed by CINEA about similar events and funding opportunities in the future and/or to network with other participants to the event.

Additionally, those persons who gave their consent share a subset of personal data (e.g. contact lists) for networking purposes.

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<sup>3</sup> *This part of the record will be published on CINEA website and should be aligned with the information provided in the DP notice*

<sup>4</sup> *Where external contractors are involved in organising certain events on behalf of CINEA*

Another purpose will be to publish on CINEA's communication channels interviews with the participant(s) including personal data such their names, function and photo, according to the consent form signed by them.

The processing of personal data is required for the external communication policy of the Agency in order to represent the Agency and promote its activities and the results achieved by the projects for which the implementation is entrusted to the Agency.

#### **1.6. Legal basis for the processing**

- Council Regulation (EC) No 58/2003 of 19 December 2002 laying down the statute for executive agencies to be entrusted with certain tasks in the management of Community programmes;
- Commission Implementing Decision (EU) 2021/173 of 12 February 2021 establishing the European Climate, Infrastructure and Environment Executive Agency, the European Health and Digital Executive Agency, the European Research Executive Agency, the European Innovation Council and SMEs Executive Agency, the European Research Council Executive Agency, and the European Education and Culture Executive Agency and repealing Implementing Decisions 2013/801/EU, 2013/771/EU, 2013/778/EU, 2013/779/EU, 2013/776/EU and 2013/770/EU;
- Commission Decision C(2021) 947 of 12 February 2021 delegating powers to the European Climate, Infrastructure and Environment Executive Agency with a view to the performance of tasks linked to the implementation of Union programmes in the field of transport and energy infrastructure; climate, energy and mobility research and innovation; environment, nature and biodiversity; transition to low-carbon technologies; and maritime and fisheries; comprising, in particular, implementation of appropriations entered in the general budget of the Union and those stemming from external assigned revenue;
- [European Commission strategic plan \(DG COMM\)](#)

#### **1.7. Categories of data subjects**

All participants in events, meetings and communication activities organised by CINEA. This includes external stakeholders that register on a voluntary basis to physical or virtual communication activities such as for instance info days and individuals that would like to be informed about CINEA events and funding opportunities in the future. It encompasses also, those that would like to network, speakers and organisers (e.g. distribution of event participants' lists, etc.) and those who are the subject of interviews for communication purposes.

#### **1.8. Categories of personal data**

- Title
- First Name
- Last Name
- Organisation
- Organisation Type
- Function
- Country where the Organisation is based

- Nationality
- ID document type only when relevant (e.g. to enter EC building for physical events, etc.)
- ID document number type only when relevant (e.g. to enter EC building for physical events, etc.)
- Birth Date (e.g. to enter EC building for physical events, etc.)
- e-mail address
- Photographs/pictures/videos/webstreaming/recording of speakers, participants and organisers (on the basis of explicit consent).
- IP addresses (anonymised and only for data on the country of origin)
- When necessary in some cases only, for registration purpose etc localisation data

### **1.9. Retention time (time limit for keeping the personal data)**

a) Retention period:

The common retention list of the Commission (SEC (2019) 900/2 - ARES(2019)4374520 – 09/07/2019) provides for an administrative retention period of maximum 2 years (see section 9. 2 Communication strategy & tools (actions based on a communication plan to publicise specific policies and activities among external groups)).

Time for keeping the data is in any case limited as long as necessary with the regard to the purpose(s) of the processing and is deleted as soon as it is not needed any longer.

For website, these 2 years will be counted from the closure of the website.

For subscription to news/ info etc., data is kept as long as the data subject does not unsubscribe from the news-alert to which s/he has subscribed. Should this happen, the data will be erased from the database as soon as possible (maximum within 15 working days).

The explicit consent will also be stored electronically with the same retention period;

- Recordings are stored for 2 years.

b) Storage period: The storage period is in line with the above mentioned period. If stored, the data will be deleted permanently after the end of the retention period indicated above.

c) Is any further processing for historical, statistical or scientific purposes envisaged, which would go beyond the normal retention period? *No*

### **1.10. Recipients of the data**

Data is disclosed only on a need to know basis to the following categories of recipients:

- Any authorized staff members of the Agency (e.g. the communication team in Unit A1 for the purpose described above, operational staff in charge of the projects subject to communication activities, Director, IT staff managing website, financial officers for payment of the activities, Legal Sector, DPO and/or Internal Controller in case of audit or proceedings, etc.).
- If applicable, the contractor of the Agency selected for the management of registrations or any other relevant activities
- Relevant Commission Services (e.g. Parent DG's, etc.) and other executive agencies dealing with the programme and communication issues (and when applicable their relevant contractors);

- Relevant stakeholders (e.g. participants to the Agency events in case of consent given to share participants lists, project applicants or beneficiaries, Member States, relevant experts in case of recorded event, etc.)
- General public (for data published on CINEA's website or on social media) in case of consent

In addition, data maybe disclosed to public authorities, which are not regarded as recipients in accordance with Union and Member States law. The processing of the data by these public authorities shall be in compliance with the applicable data protection rules according to the purpose of the processing:

- European Court of Justice or a national judge, as well as the lawyers and the agents of the parties in case of a legal procedure;
- European Ombudsman;
- European Data Protection Supervisor (EDPS);
- OLAF;
- The Internal Audit Service of the Commission;
- The Court of Auditors within the tasks entrusted to it by Article 287 of the Treaty on the Functioning of the European Union of the EC Treaty;
- The European Public Prosecutor's Office.

#### **1.11. Transfers of personal data to third countries or international organisations**

Not applicable

#### **1.12. Description of security measures**

Electronic access to data is only possible via restricted access on an individual need to know basis and through User-ID and password via the ECAS (European Commission Authentication Service). Personal data resides on the servers of the European Commission, which abide by strict security measures implemented by DG DIGIT to protect the security and integrity of the relevant electronic assets.

CINEA is bound by Commission Decision 2017/46 of 10/1/17 on the security of communications & information systems in the EC.

#### **1.13. Data Protection Notice**

Specific Data Protection Notices (DPN) applicable to this data processing and customised to the events concerned are available on the relevant webpage of the events. These DPN are customised in case of specific needs (e.g. EUSEW, etc.). The consent forms to process personal data are communicated to the relevant data subjects via email with either the DPN or a link to it.

A dedicated data protection notice with general information on how personal data is processed by the Agency in case of use of cookies and social media is also available on the [website of the Agency](#).