



**EUROPEAN COMMISSION**  
Innovation and Networks Executive Agency

## DATA CONTROLLER

### RECORD OF PERSONAL DATA PROCESSING

Art. 31 of the new Regulation  
(previous Art 25 Notification of (EC) 45/2001 of the European Parliament and the Council of 18 December 2000)

Record n°

2018-001/C-PROG-01

(N° provided by the Data  
Protection Officer)

#### *Processing of personal data within the framework of the INEA Advisory Group for CEF Transport*

<b>1.0</b>	The reason for the record is:	Please tick the relevant box: <input type="checkbox"/> Regularization of a data processing operation already carried out. <input checked="" type="checkbox"/> Record of a new data processing operation prior to its implementation. <input type="checkbox"/> Change of a data processing operation.
<b>1.1</b>	<b>Last update of this record</b> (if applicable)	n.a. - new processing
<b>1.2</b>	<b>Short description of the processing</b>	Collection and publication of names and organisation/company of work of the members of the INEA CEF Transport Advisory Group
<b>1.3</b>	<b>DPO consultation</b>	08/10/18 (Consultation via email followed by visa in ARES) Upon full completion of record and threshold check.
<b>1.4</b>	<b>Approval of controller</b>	10/10/2018


#### **Part 1- Article 31 Record**

*(will be made public)*

<b>1.5</b>	<b>Name and/or function and contact details of controller</b>	Innovation and Networks Executive Agency (INEA) Chaussée de Wavre 910 W910 04/136 BE – 1049 Brussels  Head of C Department <a href="mailto:Andreas.Boschen@ec.europa.eu">Andreas.Boschen@ec.europa.eu</a>
------------	---	---

1.6	<b>Name and contact details of DPO</b>	INEA Data protection Officer <a href="mailto:INEA-DPO@europa.eu">INEA-DPO@europa.eu</a>
1.7	<b>Name and contact details of joint controller</b> (where applicable)  Administrative arrangement is in place Yes/No see Annex ...	Not applicable
1.8	<b>Name and contact details of processor</b> (where applicable)	Not applicable
1.9	<b>Purpose of the processing</b>	<p>The processing of personal data of the Members is necessary for the functioning of the INEA Advisory Group for CEF Transport, especially for the organisation of its meetings, exchange of relevant documentation and for sharing Members' positions where appropriate through the provision of support, advice, feedback and recommendations.</p> <p>The aim of the processing of personal data in this context is to facilitate visibility and contacts among Advisory Group members and between them and the CEF-Transport beneficiaries as well as any other relevant stakeholders (e.g.: Commission, etc.) to ensure transparency of INEA procedures in this field. The processing of personal data will also enable the INEA Advisory Group for CEF Transport to perform the tasks for which it has been mandated.</p>
1.10	<p><b>Legal basis and lawfulness for processing</b> (see Art 5 of the new Regulation):</p> <p>(tick as appropriate)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> (a) necessary for performance of a task in the public interest or in the exercise of official authority vested in the Union Institution or body;</li> <li><input type="checkbox"/> (a2) as per recital 17, second sentence, necessary for the management and functioning of the Agency;</li> <li><input type="checkbox"/> (b) necessary for compliance with legal obligation to which controller is subject;</li> <li><input type="checkbox"/> (c) necessary for the performance of a contract to which the Data Subject is party;</li> <li><input type="checkbox"/> (d) the data subject has given consent;</li> <li><input type="checkbox"/> (e) necessary for the protection of vital interests of the data subject.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> processing is necessary for the performance of tasks assigned to INEA by its Establishment Act &amp; Delegation Act (see below section 2.1 for more details).</li> </ul> <p>The data subject has given his/her consent: see INEA's email of 13/09/2018 with ARES ref. n°: <a href="#">Ares(2018)5181221</a> to which s/he has replied.</p> <p>All the replies to this email requesting the consent of the data subjects concerned have been filed by the Controller in ARES (attached to this record).</p>

1.11	<p><b>Description of categories of data subjects</b> whose personal data are being processed</p>	<p>Members of the INEA CEF Transport Advisory Group (individuals involved in the implementation of the CEF-T programme, who accepted on a voluntary basis to be member of this group).</p> <p>Data subjects who replied via individual applications for membership on a voluntary basis in response to a <a href="#">call for expression of interest</a> to become a member of the INEA Advisory Group for CEF Transport (published at INEA website on 3 May 2018).</p>
1.12	<p><b>Description of personal data categories</b></p> <p>Indicate <b>all</b> the categories of personal data processed, including specific categories of personal data:</p>	<p><b>Categories of personal data processed:</b></p> <ol style="list-style-type: none"> <li>1. First name</li> <li>2. Family name</li> <li>3. Name of company/organisation</li> </ol> <p><b>Categories of personal data whose processing is prohibited, with exceptions (Art. 10 new Regulation) (please tick the relevant box):</b></p> <p><input type="checkbox"/> revealing racial or ethnic origin</p> <p><input type="checkbox"/> revealing political opinions</p> <p><input type="checkbox"/> revealing religious or philosophical beliefs</p> <p><input type="checkbox"/> revealing trade-union membership</p> <p><input type="checkbox"/> concerning health</p> <p><input type="checkbox"/> genetic data, biometric data for the purpose of uniquely identifying a natural person</p> <p><input type="checkbox"/> concerning sex life or sexual orientation</p> <p><input checked="" type="checkbox"/> <b>none of the above.</b></p> <p><b>Specify any additional data or explanatory information on the data being processed (if any):</b> <u>not applicable</u></p>
1.13	<p><b>Risky processing operations:</b></p> <p><b>Processing operations likely to present specific risks to the rights and freedoms of data subjects by virtue of their nature (the former Art. 27 Regulation (EC) 45/2001-Prior Check).</b></p>	<p><b>The following processing operations are likely to present such risks (please tick the relevant case):</b></p> <p><input type="checkbox"/> processing of data relating to <b>health and to suspected offences</b>, offences, criminal convictions or security measures</p> <p><input type="checkbox"/> processing operations <b>intended to evaluate</b> personal aspects relating to the data subject, including his or her ability, efficiency and conduct</p> <p><input type="checkbox"/> processing operations allowing <b>linkages</b> not provided for pursuant to national or Community legislation between data processed for different purposes</p> <p><input type="checkbox"/> processing operations for the <b>purpose of excluding individuals from a right</b>, benefit or contract</p> <p><input checked="" type="checkbox"/> <b>none of the above.</b></p>

1.14	<b>Retention time (time limit for keeping the personal data)</b>	The data of the data subjects will be retained as long as they continue being members of the Advisory Group and for a period of three years after the selection procedure unless their mandate is being renewed for another term. Should their mandate end or should they resign, the data will be erased from INEA website as soon as possible (maximum within 2 working days).
	Is any further processing for historical, statistical or scientific purposes envisaged?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
1.15	<b>Recipients of the data</b>	<p>The collected data of the data subject (Advisory Group Members) will be available in the publicly accessible website of the Agency.</p> <p>Relevant staff members of Dept C only are recipients of the applications for membership &amp; confirmatory email with consent on publication, which are stored in a specific FMB with very restricted access and in Dept C internal e-drive with access limited to the relevant staff members only (Head of Department, Heads of Units, Adviser &amp; Secretary).</p> <p>INEA DPO</p>
1.16	<b>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</b>	No
1.17	<b><u>General</u> description of security measures</b>	INEA's website resides on the servers of the European Commission, which abide by security measures implemented by DG DIGIT to protect the integrity of the electronic assets of the Institution.
1.18	<b>Specific Privacy Statement</b>	<p>The privacy statement has been provided to all members of the Advisory Group concerned by email on 13/9/2018 (<a href="#">Ares(2018)5181221</a>). It will be uploaded on the INEA webpage to be created for the publication of the list of the Advisory Group members.</p> <p> Privacy Statement_CEF Trans</p>