

Notification to the Data Protection Officer under Article 25 of the Rules on Data Protection (Decision 235/16/COL) ('the Rules')

Changes affecting the information contained in the notification must be notified promptly to the Data Protection Officer, see Article 25(3) of the Rules.

Date of submission: 9 May 2017

1. Name of the processing

IMA package meetings

2. Description

Organising package meetings in the EEA EFTA States in order to discuss ongoing cases linked to the EEA EFTA State in question.

The GoPro database is the digital archive for correspondence received by email relating to the package meeting, including travel information related to staff participants and time schedules for meetings (see separate *GoPro* notification).

3. Automated / Manual operations

- saving information regarding flights, hotel arrangements and meeting schedules in the GoPro database

4. Sub-contractors

GoPro.

5. Storage

The Authority's database (GoPro). Sometimes information is temporarily stored in Microsoft Outlook (see *Outlook* notification) for as long as necessary in order to follow up on specific requests related to for example dietary requirements.

However, only information related to meeting schedules and travel arrangements will be saved in GoPro for archiving/institutional memory purposes.

6. Comments

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Purpose & legal basis

7. Purposes

To ensure that accurate data, necessary for reference and archive purposes, is registered on discussions held in the context of package meetings.

8. Legal basis / Lawfulness

Article 109 EEA requires the ESA to monitor the fulfilment of obligations under the EEA Agreement by the EEA EFTA States. In the context of this mandate, various cases are dealt with and discussed

annually at package meetings. For reference and institutional memory purposes, it is necessary to archive information related to the package meeting time schedules etc.

Article 5 a) applies: this treatment is necessary for the performance of a task carried out in the public interest on the basis of the EEA Agreement or legal acts incorporated into the EEA Agreement.

Information covered by Article 27 will not be saved in GoPro, and only temporarily in Outlook for as long as necessary to deal with any such information, typically concerning, potentially, case handlers' dietary requirements.

Data subjects / fields

9. Data subjects

ESA staff travelling to package meetings

10. Data fields

Typically name, how and when the staff member in question travels to the EEA EFTA State in question, time schedule for meetings.

Rights of D.S.

11. Information and Procedure to grant rights

Staff are informed of the personal data saved in relation to package meeting cases and other meetings, and also have direct access to such data.

13. Retention

ESA keeps the details of package meetings, in particular information related to time schedules for meetings and the participants of the ESA and its counterparts, indefinitely for historical and information purposes.

14. Time limit

On the request of the staff member or another data subject included, data concerning travel details can be deleted. However, information related to lists of participants at meetings during which cases are discussed are stored indefinitely and may not be deleted.

15. Historical purposes

The processing is performed in order to have a record of ESA case handlers and EEA EFTA States counterparts present at meetings. Other processing operations are not foreseen.

Recipients

16. Recipients

The staff in the Internal Market Affairs Directorate, and other participating staff from other departments in ESA.

17. Transfer

Transfer of meeting details/cases/dietary requirements to counterparts in EEA EFTA States, who are also bound by data protection rules, i.e. national rules implementing Directive 95/46.