

# 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: 20.12.2017

## Part 1: Processing

- Unit responsible for the processing operation

LEA, ADM, CSA, IMA

- Name of processing operation

Organising seminars and events for or by ESA

- General description of the processing operation

Entering names, job titles and contact details of participants, speakers, guests into organisational files. These data are retained and used for the purposes of organising one or more seminars. This may involve transmission to the venue, to other participants or to the wider public. When no longer needed, these personal data will be deleted.

NB – this notification does not cover the creation of a list of dietary requirements for ESA Staff: see Document 866674.

- Sub-contractors

Seminar partners, hosts, venues.

- Automated / Manual operations

Entering names, job titles and contact details of participants, speakers, guests into organisational files (manual (by the staff member organising things) or automatic (by a web or email registration form))

Personal data of participants (names, work and work contact details, dietary preferences, room allocations) may be transmitted to the venue (manual).

Personal data of participants (names, work and work contact details, photos) may be transmitted to other participants in the seminar or event.

Personal data of participants (names, work details, photos) may be transmitted to the wider public through social media and/or traditional reporting of the seminar or event.

Retention of these personal data (automatic)

Deletion of these personal data (manual)

- Comments

If a seminar involves food, participants will be asked for their dietary requirements. These may amount to special categories of personal data under Article 10 of Decision No 235/16/COL (notably as data concerning health or religion).

- Security measures

Security measures as applicable to the Authority's IT infrastructure (as specified in Doc No 846315) including the GoPro system (Doc No 858099) and email system (Doc No 846314).

## Part 2: Purpose and legal basis

- The purpose(s) of the processing operation

Data is collected in order to facilitate seminars. This is part of ESA's continuing professional development/outreach commitments, in order to better perform its functions under the EEA Agreement and SCA.

- The legal basis of the processing operation

EFTA Surveillance Authority Decision 235/16/COL on Data Protection Rules, Article 5(d) as ESA seeks the express consent of the data subject.

## Part 3: Data subjects/fields

- Categories of data subjects

Participants and organisers of a seminar.

- Categories of data / Data fields

Name, work information (email, phone, work title, employer, employment history)

Dietary requirements (may contain data falling within Article 10 of Decision No 235/16/COL). This category is subject to the consent of the data subject

Information as to accommodation (for an overnight stay) (may contain sensitive data)

## Part 4: Rights of the data subjects

- Information to be provided to the data subjects

Notification to participants attached to participation forms.

For data falling within Article 10 of Decision No 235/16/COL, an additional privacy statement will be sent before the data are obtained.

- Procedure to grant rights

Authority procedure for data subject requests (DSR) (Doc No 863894).

- Retention policy and time limit

5 years (to improve outreach and continuity by being able to invite previous participants back).

Deletion after 5 years (manual, done as an exercise in the summer)

Data falling within Article 10 of Decision No 235/16/COL are to be manually deleted after the seminar/event. NB this does not include data for current staff members (which will be retained in line with the notification set out in Doc 880498).

## Part 5: Recipients

- Categories of recipients of the data

Staff members involved in planning the seminar

- Transfer of the data

Venue of the seminar/event. This may include transmission of data falling within Article 10 of Decision No 235/16/COL if consent is given.

Other participants at the seminar/event (usually via an attendees list, biographies in the seminar brochure)

The wider public will receive some personal data of participants (names, work details, photos of people speaking or of attendees at the seminar/event) through social media and/or traditional reporting of the seminar or event.

Data falling within the scope of Article 10 of Decision No 235/16/COL will not be further distributed.