

European Labour Authority

DATA PROTECTION OFFICER

RECORD OF PROCESSING OPERATIONS ON PERSONAL DATA

DPR-ELA-2024-0008 ELA Events Application

1 PART 1: PUBLIC - RECORD (ARTICLE 31¹)

1.1 GENERAL INFORMATION

Record reference	DPR-ELA-2024-0008	
Title of the processing operation	ELA Events Application	
Controller entity	European Labour Authority, Resources Unit	
Joint controllers	⋈ N/A □ YES, fill in details below	
Processor(s)	☐ N/A ☐ YES, fill in details below	
Internal organisation(s)/entity(ies) Names and contact details	⊠ N/A □ YES	
External organisation(s)/entity(ies) Names and contact details	Unisystem S.M.S.A 19-23 Pantou Alexandrou Street, 176 71 Kallithea Attica Greece Microsoft Ireland South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland. The European Labour Authority's contractors are bound by a specific contractual clause for any processing operations of personal data on behalf of the European Labour Authority, and by the confidentiality obligations deriving from the General Data Protection Regulation	
Data Protection Officer Name and contact details	Laura NUNEZ BAREZ European Labour Authority Landererova 12, 811 09 Bratislava I Slovakia Email: data-protection@ela.europa.eu	
Corporate Record	⊠ Yes □ No	
Language of the record	English	

Pursuant to **article 31** of the new data protection regulation for EU institutions and bodies (**Regulation (EU) 2018/1725**) each controller and processor have to maintain a **record of processing activities** under its responsibility that contains at least the information listed under that article.

1.2 PURPOSE AND DESCRIPTION OF THE PROCESSING

1.2.1 Purpose

The purpose of the ELA Events Application is to facilitate management of events of the European Labour Authority (ELA). ELA Resources Unit collects and uses the personal data in order to monitor the registration of events involving the Authority.

The ELA Events Application will enable ELA staff to register events / create a log of events or conferences of the European Labour Authority.

It includes individual meetings initiated by ELA as well as participation of ELA staff at conferences and webinars organized by external parties. It thereby facilitates the Authority's management of its meetings with interest representatives.

The personal data will be included in the system called "ELA Events App". They will be processed in accordance with Regulation (EU) 2018/1725.

The personal data will not be used for an automated decision-making including profiling.

	The person	ial data will flot be used for all adtornated decision-making including	
l.2.2	Processing for further purposes		
	☐ Scier ☐ Stati Safegua ☐ F	niving in the public interest intific or historical research purposes stical purposes ands in place to ensure data minimisation eseudonymisation Any other, specify regated data for statistics.	
L.2.3	Modes of p	processing	
1.	⊠ Autom	nated processing (Article 24)	
	a. 🗵	Computer/machine	
		i. $oxtimes$ automated individual decision-making , including profiling	
	i	i. ⊠ Online form/feedback	
	ii	i. Any other, specify	
2.	Manua	l processing	
	a. 🗵	Word documents	
	b. 🗵	Excel sheet	
	с. 🗆	Any other, specify	
3.	⊠ Any ot	her mode, specify	
	ELA Even	ts App	
Description			
٦	Γhe ELA Ever	nts App	
L.2.4	Storage me	edium	
1.	⊠ Paper		
2.	⊠ Electro	onic	
	a.	oximes Digital (MS documents (Word, excel, Powerpoint), Adobe pdf,	
		Audiovisual/multimedia assets, Image files (.JPEG, .PNG, etc.))	
	b.	☐ Databases	
	r	⊠ Servers	

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 \boxtimes Cloud

d.

4.	П	Others,	specify
т.		Othicis,	Specify

1.3 DATA SUBJECTS AND DATA CATEGORIES

1.3.1 Data subjects' categories

1.	Internal to organisation	ELA Staff

1.3.2 Data categories/fields

Indicate the categories of data that will be processed

Personal data are linked to a specific event: requester, contacting person (s), Unit and Sector, title, date, type of event (such as workshop, meeting, conference), attendance mode, event description, target audience, estimated number of participants, location, rooms.

Agenda of the meeting can be also attached to the concerned event. The agenda may contain personal data related to the speakers.

No data from participants is registered in the application.

1.3.2.1 Special categories of personal data

The data being processed contain sensitive data which

fall(s) under Article 11 'criminal convictions and offences'

□ Y	es , the processing concerns the following special category(ies):
	Data revealing
	☐ racial or ethnic origin,
	\square political opinions,
	☐ religious or philosophical beliefs,
	\square trade union membership,
	Or/and,
	\square Genetic data, biometric data for the purpose of uniquely identifying a natural person,
	☐ Data concerning health,
	\square Data concerning a natural person's sex life or sexual orientation.
⊠N	I/A

N/A ⊠

Yes \square

1.4 RETENTION PERIOD

Indicate the administrative time limit(s) for keeping the personal data per data category, and if known, specify the start/end date, or describe the specific start/end moment of each time limit:

Template for record structure Ares reference(2022)1489054

Data category	Retention period
All data categories	1 year after the event. All data related to a specific event will be deleted or anonymised.

Description

In general, personal data related to an event will be deleted 1 year after the last action related to the specific event is taken.

Reports containing personal data will be archived according to the ELA filing plan and specific retention list for a period of 5 years, see ELA 7.2.1 Organisation of events: Files on the organisation by ELA of events (conferences, seminars, workshops, campaigns, exhibitions, fairs, etc.). When they need to be kept for longer the documents will be linked to a specific activity and covered by a specific record.

1.5 RECIPIENTS

Origin of the recipients of the data				
1.	oxtimes Within the EU organization	All ELA Staff		
		•		
	Categories of the data recipients			
1.	□ A natural or legal person			

Description

2. 3.

4.

☐ Public authority

 \square Any other third party, specify

☐ Agency

The main purpose of the Events App is to coordinate and facilitate communication of the events internally.

Some of the data is going to be shared publicly on ELA website but will not contain personal data. For instance: Event, title, dates, location and topics.

For The Executive Director, Chair and Deputy Chair of the Management Board and Head of Units' meetings and participation in events, the process is covered by Record '<u>DPR-ELA-2023-0011</u>

<u>Publication of meetings with interest representatives and other externals'</u>

1.6 INTERNATIONAL DATA TRANSFERS

	Transfer to third countries or international organisations of personal data
1.	Transfer outside of the EU or EEA
\boxtimes	N/A, transfers do not occur and are not planned to occur
	YES,
2.	Transfer to international organisation(s)
\boxtimes	N/A, transfers do not occur and are not planned to occur
	Yes, specify further details about the transfer below
3.	Derogations for specific situations (Article 50.1 (a) –(g))
\boxtimes	N/A

 \square Yes, derogation(s) for specific situations in accordance with article 50.1 (a) –(g) apply (ies).

1.7 INFORMATION TO DATA SUBJECTS ON THEIR RIGHTS

Rights of the data subjects

Article 17 - Right of access by the data subject

Article 18 - Right to rectification

Article 19 - Right to erasure (right to be forgotten)

Article 20 - Right to restriction of processing

Article 21 – Notification obligation regarding rectification or erasure of personal data or restriction of processing

Article 22 - Right to data portability

Article 23 - Right to object

Article 24 – Rights related to Automated individual decision-making, including profiling

1.7.1 Privacy statement

☐ The data subjects are informed about their rights and how to exercise them in the form of the a privacy statement attached to this record.

Publication of the privacy statement

□ Published on website

Web location:

- ELA internal website ⊠ (URL: Sharepoint on personal data protection)
- External website ⊠(URL https://www.ela.europa.eu/en/privacy-policy)
- Other form of publication, specify
- ☑ Guidance for Data subjects which explains how and where to consult the privacy statement is available and will be provided at the beginning of the processing operation.

Description:

Guidance on data subjects' rights available on ELA website.

1.8 SECURITY MEASURES

Short summary of overall Technical and Organizational Measures implemented to ensure Information Security:

Description:

All data in electronic format (e-mails, documents, uploaded batches of data etc.) are stored either on the servers of the European Labour Authority or of its contractors.

The European Labour Authority's contractors are bound by a specific contractual clause for any processing operations of personal data on behalf of the European Labour Authority, and by the confidentiality obligations deriving from the General Data Protection Regulation.

In order to protect personal data, the European Labour Authority has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.