

Record of processing activities regarding the events and other activities of EIT Alumni

Nr	Item	Description
1	Reference number	DPO-29
2	Name of the data controller, the data protection officer and processor, if applicable and contact details	<p>The data controller is the Head of the Strategy and Impact Unit</p> <p>Contact e-mail: EIT-Alumni@eit.europa.eu</p> <p>The Data Protection Officer of EIT is Nora TOSICS</p> <p>Contact e-mail: EIT-DPO@eit.europa.eu</p>
3	Purposes of the processing	<p>The processing of the personal data is necessary for the following purposes:</p> <ul style="list-style-type: none"> - To register people to the events mentioned above; - To ensure the efficient organisation and management of the event, including the management of participation list, invitations, reporting and follow-up activities; - To create awareness and promote the visibility of the events and the activities and successes of the EIT Alumni, particularly by means of media and publications.

4	Categories of data subjects	Event or activity	Networking	Online challenges	Physical hackathons such as the EIT Alumni Startup Days	Online and offline trainings	Online and offline Workshops	Alumni Board meetings (Online and offline)	Publications*
		Data subjects	Participants as attendees and/or speaker, mentor, jury member, moderator, workshop facilitator, etc	Participants as attendees and/or idea/solution holders or jury members	Participants as attendees and/or idea/solution holders or jury members	Participants as attendees and/or as trainers	Participants as attendee and/or trainers	Members of the Board, participants invited by the Board (e.g. nominees, observers, other participants)	Participants of events and activities
<p>* The EIT may publish reports and other publications related to the Alumni Community in order to fulfil the purposes specified below. Such activity may also include publications in the social media accounts of EIT Alumni.</p>									

5	Categories of the personal data processed	Personal data	Event or activity						
			Networking	Online challenge	Physical hackathon such as the EIT Alumni Startup Days	Online (e.g. webinar) and offline training	Online and offline Workshop	Alumni Board meetings (online and offline)	Publications
		Name	Yes	Yes	Yes	Yes	Yes	Yes	Yes
		Email address	Yes	Yes	Yes	Yes	Yes	Yes	Yes
		Country of residence	Yes	Yes	Yes	Optional	Optional	Yes	Yes
		Membership of a KIC or the EIT Alumni	Yes	Yes	Yes	Yes	Yes	Yes	Yes
		IP address	No	Yes	No	Online: Yes: Offline: No	Online: Yes: Offline: No	Online: Yes: Offline: No	No
		Phone number	Optional for the data subject	Optional for the data subject	Optional for the data subject	Optional for the data subject	Optional for the data subject	Optional for the data subject	No
		Picture (shared by the data subject)	Optional for the data subject	Optional for the data subject	Optional for the data subject	Online training: Optional for the data subject Offline: No Online: no Offline:	Optional for the data subject	Optional for the data subject	Yes
Photo (taken and managed by the EIT)	Optional for the data subject	Speakers: yes Other	Yes		Optional for the data subject	Yes	Yes		



			participants: no		optional for the data subject			
	Audio and Video recording	Optional for the data subject	Speakers: yes Other participants: no	Yes	Online: no Offline: optional for the data subject	Optional for the data subject	No	Yes
	Short Bio	Trainers etc.: yes; other participants: no	Trainers etc.: yes; other participants: no	Trainers etc.: yes; other participants: no	Online+ speakers: yes Offline: no	Yes	Yes	Yes
<p>'Optional for the data subject' means that during the registration or later, the data subject can freely give his/her explicit consent to process his/her personal data.</p> <p>In addition to the above, participants at the offline events may be given the opportunity to indicate individual requirements e.g. those pertaining to diet, mobility and attendance at specific EIT Alumni events.</p>								
6	Categories of data recipients	<p>Within the EIT:</p> <p>For the purposes indicated above, access to personal data is provided to the EIT Director, the responsible Head of Unit and EIT staff managing the events and activities (including the follow-up activities).</p> <p>Access to the personal data may be granted to the Internal Auditor of the EIT by request if necessary for the performance of the duties of the Internal Auditor.</p> <p>Within the Commission and other EU institutions/bodies/agencies:</p>						

		<p>Exceptionally, authorised staff of the following EU institutions may have access to relevant personal data for audit control or investigation purposes: Court of Auditors, Internal Audit Service of the European Commission, European Anti-Fraud Office (OLAF).</p> <p>For the purpose of handling review procedures and litigation, access to the personal data may be granted also to the European Ombudsman, the European Data Protection Supervisor, the General Court and the European Court of Justice upon request and to the extent necessary for handling the review procedure and litigation.</p> <p>Third parties subject to the GDPR and third parties not subject to the GDPR:</p> <p>Registrations of participants to events and other EIT Alumni activities and the management of the event and other EIT Alumni activities may be made through different tools, platforms and service providers.</p> <p>For example:</p> <ul style="list-style-type: none"> - Wordpress (registration of participants), please refer to their specific privacy statement. - Be-novative challenge platform which is collecting data on behalf of EIT. See their privacy statement here: https://www.be-novative.com/privacy_policy.html. - Webinars or online trainings can be made via IT platforms, e.g. Skype, Microsoft Teams etc. Please refer to the specific privacy statements. - CECOFORMA S.A., as an external contractor involved in the organisations of the offline events, is collecting the data on behalf of the EIT. The written framework contract between the European Commission’s Directorate General for Education and Culture (which is signed on behalf of the EIT as well) and CECOFORMA contains several provisions on the protection of personal data. The collection of photographs, presentations, audio and video recordings will be coordinated by CECOFORMA acting as conference organiser.
7	Time limit storage	<p>Personal data relating to EIT Alumni events and activities: 7 years with the exceptions of the following cases:</p> <ul style="list-style-type: none"> - For the <u>contact details of the EIT Alumni event’s participants who gave their consent to be included in the Stakeholder Database (if applicable)</u> the retention period is 4 years; - For the <u>contact details of the event’s participants who did not want to be included in the Stakeholder Database</u> the retention period is 2 years;



		<p>- For <u>the rejected applications to participate in the events</u>, the retention period is 6 months after the event ends.</p> <p>After the above mentioned retention periods the data relating to the event required for scientific or historical research purposes, statistical purposes should be kept in an anonymous form.</p>
8	If applicable, transfers of personal data to a third country or to international organization	No
9	For more information, including how to exercise rights to access, rectification, object and data portability (where applicable), see the data protection notice:	<p>Please see the privacy statement annexed to the record as Annex.</p> <p>Please consult the Data Protection page on the EIT's website: https://eit.europa.eu/who-we-are/legal-framework/data-protection</p>

Signature of the data controller

(Approval is given via a workflow in ARES in place of a handwritten signature)

Annex: Privacy statement