



<p style="text-align: center;"><b>Record<sup>1</sup> of processing activities</b></p> <p style="text-align: center;"><b>Regarding the management of the Member State Representatives Group at the European Institute of Innovation and Technology</b></p>		
Nr	Item	Description
1	Reference number	DPO-37
2	Name of the data controller, the data protection officer and processor <sup>2</sup> , if applicable and contact details	<p>The data controller is the Head of Communication and Stakeholder Relations Unit (<a href="mailto:eit-stakeholder-relations@eit.europa.eu">eit-stakeholder-relations@eit.europa.eu</a>).</p> <p>Contact e-mail of the <b>Data Protection Officer</b>: <a href="mailto:EIT-DPO@eit.europa.eu">EIT-DPO@eit.europa.eu</a></p>
3	Purposes of the processing	<p>The purpose of processing personal data is to set up the MSRSG, the management of communications with its members and overall function of the group.</p> <p>The present privacy statement does not cover the processing of personal data in conflict of interest situations of the members and substitutes of the MSRSG and their assessment procedures.</p>

<sup>1</sup> In line with article 31 of Regulation (EU) 2018/1725 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC

<sup>2</sup> For more information., please see below (categories of data recipients).



		<p><b>Short description of the functioning of the MSRG:</b></p> <p>According to the EIT Regulation (EU) 2021/819<sup>3</sup> the MSRG shall be composed of one representative from each Member State and associated country.</p> <p>The MSRG shall advise the Governing Board and the Director:</p> <p>(a) on the extension or termination of the EIT’s partnership agreements with the KICs, as referred to in point 6 of Section 3 of Annex I of the Regulation;</p> <p>(b) on the conclusion of a memorandum of cooperation with each KIC, as referred to in point 6 of Section 3 of Annex I of the Regulation; and</p> <p>(c) on strategically important issues to the EIT other than those referred to in points (a) and (b), sharing experience with regard thereto. The MSRG shall also advise and share experience with the KICs.</p> <p>The MSRG shall be regularly informed of the performance, achievements and activities of the EIT and the KICs, the results of their monitoring and evaluation, and their performance indicators and corrective measures. The MSRG shall provide its opinion in regard thereto.</p> <p>The MSRG shall facilitate appropriate synergies and complementarities between EIT and KIC activities with national programmes and initiatives, including the potential national co-financing of KIC activities.</p> <p>The data processing operations include the collection, recording, organisation, storage, consultation, use, disclosure by transmission, erasure and destruction of personal data.</p>
4	<b>Categories of data subjects</b>	<p>In accordance with the EIT Regulation, Member State Representatives Group (MSRG) shall be composed of one representative from each Member State and each Horizon Europe associated country.</p> <p>The data subjects are the nominees (for the MSRG members and their substitutes) proposed by the Member States and the associated countries.</p>

<sup>3</sup> OJL 189, 28.5.2021, p. 61–90



5	<p><b>Categories of the personal data processed</b></p>	<p>The following types of personal data are processed for the above-mentioned purposes in accordance with the Data Protection Regulation:</p> <ul style="list-style-type: none"> <li>- name,</li> <li>- country</li> <li>- title</li> <li>- phone</li> <li>- email</li> <li>- organisation</li> <li>- department</li> <li>- address</li> </ul>
6	<p><b>Categories of data recipients</b></p>	<p><b>Within the EIT:</b></p> <p>The personal data of the data subject is processed by the EIT authorised staff:</p> <ul style="list-style-type: none"> <li>- staff at the Stakeholder Relations Section of the Communications and Stakeholder Relations Unit and Directorate, legal officer(s),</li> <li>- Heads of Units,</li> <li>- Members of the Governing Board of the EIT.</li> </ul> <p>Access will be given to the Internal Auditor of the EIT by request if necessary for the performance of the duties of the Internal Auditor.</p> <p><b>Within the Commission and other EU institutions/bodies/agencies:</b></p> <p>Within the Commission, personal data is processed by responsible colleagues of EAC C.1 Innovation and EIT Unit of the Directorate-General of Education, Youth, Sport and Culture (“EAC” or “DG EAC”) for the purpose of maintaining contact with the Member States via the EIT MSRSG.</p> <p>The authorized staff that 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>Access to the personal data may be granted also to the European Ombudsman and the European Data Protection Supervisor upon request, the General Court and the European Court of Justice to the extent necessary for handling the review procedure and litigation.</p> <p><b>Third parties subject to GDPR, third parties not subject to GDPR and other data recipients</b></p> <p>Names, functions and the represented organisation and country of the members of the MSRG shall be publicly available on the EIT's homepage in order to ensure full transparency towards the EIT's stakeholders concerning the work of the group.</p>
7	<b>Time limit storage</b>	<p>The EIT only keeps personal data for the time necessary to fulfil the purpose of collection or further processing, namely for <i>7 years</i> from the end of membership of the data subject in the MSRG.</p> <p>Names of former MSRG members and substitutes will be removed from the EIT website shortly after the nomination of the new person.</p>
8	<b>If applicable, transfers of personal data to a third country or to international organization (if yes, the identification of that third country or international organization and the documentation of suitable safeguards)</b>	No
10	<b>General description of the technical and organisational security measures</b>	<p><b>Organisational measures:</b> access to personal data regarding this processing operation is restricted to data recipients indicated above.</p> <p><b>Technical measures:</b> Electronic data is stored is only accessible to the responsible colleagues of EIT and to the EIT authorised staff mentioned above.</p>



11	For more information, including how to exercise rights to access, rectification, object and data portability (where applicable), see the privacy statement:	Please consult the Data Protection page on the EIT's website: <a href="https://eit.europa.eu/who-we-are/legal-framework/data-protection">https://eit.europa.eu/who-we-are/legal-framework/data-protection</a>
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Signature of the data controller

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

Annex: Privacy statement