

### Record of processing activities regarding the EIT Stakeholder Forum 2020

Nr	Item	Description
1	Reference number	DPO-32
2	Name of the data controller, the data protection officer and processor, if applicable and contact details	<p>The <b>data controller</b> is the Head of the Communications and Stakeholder Relations Unit</p> <p>Contact e-mail: <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 EIT Stakeholder Forum 2020 includes the following two separate events.</p> <ul style="list-style-type: none"> <li>i. Annual Meeting with the European Commission Services on 11-12 November 2020 with the participation of European Commission staff members;</li> <li>ii. Annual EIT Member State Configuration Meeting on 19 November 2020 with the participation of the Member State Configuration representatives.</li> </ul> <p>It also includes three online consultations, from 1 October to 15 November, on the following topics:</p> <ul style="list-style-type: none"> <li>i. EIT Regional Innovation Scheme (EIT RIS) post-2020;</li> <li>ii. New EIT Action to support the innovation capacity of Higher Education Institutions (HEIs);</li> <li>iii. EIT Community – Open and Inclusive.</li> </ul> <p>The processing of the personal data is necessary for the following purposes:</p> <ul style="list-style-type: none"> <li>- to register participants to the event;</li> <li>- to ensure the efficient organisation and management of the event, including the</li> </ul>

		<p>management of participation list, invitations, reporting and follow-up activities;</p> <ul style="list-style-type: none"> <li>- to track and publish answers (based on consent provided when responding) of stakeholders to the online consultation questionnaires in EU Survey<sup>1</sup>.</li> </ul>	
4	Categories of data subjects	Stakeholders participating in the EIT Stakeholder Forum 2020 events and online consultations.	
5	Categories of the personal data processed	<b>Type of personal data</b>	<b>Who processes the personal data?</b>
		Title	EIT, processor <sup>2</sup>
		Name	EIT, processor
		Contact details (email, phone number)	EIT, processor (phone numbers will be used to contact the participant in case of technical problems during the meeting)
		Profession, organisation and position	EIT, processor
		Relation with KICs/EIT	EIT, processor
		Audio and video recording	EIT, processor
6	Categories of data recipients	<p><b>Within the EIT:</b></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 online consultations (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><b>Within the Commission and other EU institutions/bodies/agencies:</b></p>	

<sup>1</sup> EU Survey, an online survey management system for creating and publishing forms available to the public, e.g. user satisfaction surveys and public consultations, which promotes interoperability solutions for European public administrations.

<sup>2</sup> The processors are indicated under point “Who has access to the personal data of data subjects and to whom can they be disclosed?”

		<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 to the extent necessary for handling the review procedure and litigation.</p> <p><b>Third parties subject to the GDPR<sup>3</sup> and third parties not subject to the GDPR:</b></p> <p>Registration of participants to the Stakeholder Forum 2020 event and the management of the event may be made through different tools, platforms and service providers, such as:</p> <ul style="list-style-type: none"> <li>- CECOFORMA S.A., as an external contractor involved in the registration and organisation of the online event, 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 presentations, audio and video recordings will be coordinated by CECOFORMA acting as event organiser. The privacy statement is available <a href="#">here</a>, and the DPO can be contacted at <a href="mailto:dpo@cecoforma.com">dpo@cecoforma.com</a>.</li> </ul>
7	<b>Time limit storage</b>	<p>Reports on the events, including a list of participants, and online consultations will be kept for audit and follow-up purposes for a period of maximum <i>10 years</i> after the Forum.</p> <p>After the above mentioned retention period the data relating to the event required for scientific or historical research purposes, statistical purposes should be kept in an anonymous form.</p>

<sup>3</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

8	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)	NA
9	General description of the technical and organisational security measures	<p><b>Organisational measures:</b> access to personal data is restricted to EIT staff specified above.</p> <p><b>Technical measures:</b> Electronic data is stored on EIT network drive and is only accessible to the staff mentioned above.</p>
10	For more information, including how to exercise rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<p>Please consult the Data Protection page on the EIT's website:</p> <p><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></p>

Signature of the data controller (Approval is given via a workflow in ARES in place of a handwritten signature)

Annex: Privacy statement