



Record ¹ of processing activities Regarding the Legal Academy training sessions organised by the European Institute of Innovation and Technology within the Inter-Agencies' Legal Network (IALN) 2023		
Nr	Item	Description
1	Reference number	DPO-51
2	Name of the data controller, the data protection officer and processor ² , if applicable and contact details	The data controller is the EIT Director. Contact e-mail: eit-ialn@eit.europa.eu Contact e-mail of the Data Protection Officer : EIT-DPO@eit.europa.eu
3	Purposes of the processing	Personal data is collected and further processed for the purpose of coordinating, organising and managing the Legal Academy training sessions; this includes, but is not limited to: <ul style="list-style-type: none"> - The management of contact lists, distribution of presentations, documents circulated during and after the sessions; the management of feedback survey; - Presentations, live web-streaming of speakers and participants in the context of the session, participants lists. <p>Surveys might be done via the EU Survey tool.</p> <p>The data processing operations include the collection, recording, organisation, storage, consultation, use, disclosure by transmission, erasure and destruction of personal data.</p>

¹ 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

² For more information., please see below (categories of data recipients).



4	Categories of data subjects	The data subjects are the participants of the Legal Academy training sessions organised by the EIT in 2023 (further referred as 'sessions'), the speakers, and other persons whose personal data appear in the sessions' material e.g. in correspondence, or in the presentations.
5	Categories of the personal data processed	The personal data provided by data subjects in connection with their participation in the session is processed for the above-mentioned purposes in accordance with the Regulation (EU) 2018/1725. Information that may be processed: title, name, professional contact details of participants (e-mail address, employer's name and address), professional contact details of speakers (e-mail address, telephone number(s) (direct and mobile), employer's name and address), live web-streaming of speakers and participants, presentations of speakers.
6	Categories of data recipients	<p>Within the EIT:</p> <p>The personal data of the data subjects are processed by the EIT Legal Section staff, responsible for the coordination, organisation and management of the sessions, and IT staff involved if technical support is necessary.</p> <p>Within the Commission and other EU institutions/bodies/agencies:</p> <p>The following persons may have access to the personal data:</p> <ul style="list-style-type: none"> • EU Agencies Network – Shared Support Office. • Participants to the sessions, speakers and all the IALN members (data visible on MS Teams and in presentations). <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>Third parties subject to the GDPR³ and third parties not subject to the GDPR:</p> <p>In order to perform the tasks referred to in Section '<u>What is the purpose of the personal data processing</u>', EIT resorts to external providers (Processors):</p> <ul style="list-style-type: none"> - MS Teams (http://privacy.microsoft.com) - EU Survey (https://ec.europa.eu/eusurvey/home/privacystatement.) <p>As Controller EIT ensures that the Processor applies the necessary safeguards to process your data safely and in accordance with the Regulation (EU) 2018/1725.</p> <p>No personal data is shared with third parties for direct marketing purposes.</p>
7	Time limit storage	The EIT will keep your personal data including presentations of speakers <u>for a period of 5 years</u> after the last action in relation to the session.
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)	No

³ 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, OJ L 119, 4.5.2016, p. 1–88)



9	General description of the technical and organisational security measures	Technical and organisational measures: access to personal data is restricted to recipients specified above.
10	For more information, including how to exercise rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<p>Please see the privacy statement annexed to the record.</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