

Record of processing activities regarding the management of conflict of interest situations of members of the EIT Governing Board and the European Commission Observer		
Nr	Item	Description
1	Reference number	DPO-6
2	Name of the data controller, the data protection officer and processor, if applicable and contact details	<p>The data controller is the Director of the EIT</p> <p>Contact e-mail: EIT-Director@eit.europa.eu</p> <p>Contact e-mail of the Data Protection Officer: EIT-DPO@eit.europa.eu</p>
3	Purposes of the processing	<p>The purpose of processing personal data is the management of the Conflict of Interests situations of Members of the EIT Governing Board.</p> <p>The data processing operations include the collection, recording, organisation, storage, consultation, use, disclosure by transmission, erasure and destruction of personal data. In particular, the personal information of the GB members contained in their filled declarations are accessed, evaluated, stored and eventually destroyed.</p> <p>In case of online submission, the data is collected via MS Forms Tool and stored on SharePoint Cloud. Please, find the Microsoft Privacy Statement under the link: https://go.microsoft.com/fwlink/p/?linkid=857875</p>
4	Categories of data subjects	<p>The data subjects are:</p> <ol style="list-style-type: none"> 1) Members of the EIT Governing Board, including its Chairperson. 2) Former members of the EIT Governing Board are data subjects as regards their prospective affiliation for two years following their departure from the EIT Governing Board.

		<p>3) Close family members of the above persons may be also data subjects, as the Governing Board members are obliged to declare the interests of their family members, if these interests relate to the EIT's activities.</p> <p>4) In the case of the Declaration of Confidentiality and Interests for Members of the Advisory group and the European Commission Observer regarding the Selection Procedure for New EIT Governing Board Members, as well as in the case of the Declaration of Confidentiality and Interests for Members of the Appeal Committee, the Observer appointed by the European Commission is also a data subject.</p>
5	<p>Categories of the personal data processed</p>	<ul style="list-style-type: none"> • First name, surname, signature, • Management position, including membership of a managing body or equivalent structure • Economic interests (the stocks, shares, bonds, partnership interests in the capital of a company, one of its subsidiaries or a company in which it has a holding, IPR) • Strategic Advisory position including membership of an advisory body • Employment, contractual relationship • Interests of close family members • Any other interests (incl. other membership or affiliation) <p>The categories of requested data depend on the type of Declarations of Interests referred to in Article 7(4) of the Code of Conduct:</p> <p>1) Declaration of Intention (DoI)¹</p> <ul style="list-style-type: none"> • First name • Surname • Signature <p>2) Annual Declaration of Interest (ADoI)²:</p> <ul style="list-style-type: none"> • First name

¹ Template is provided in Annex II to the Code of Conduct

² Template is provided in Annex III to the Code of Conduct

	<ul style="list-style-type: none"> • Surname • Specific role(s) in the Governing Board • Interests/relationships: Management position, including membership of a managing body or equivalent structure/Economic interests/Strategic Advisory position including membership of an advisory body/Employment or contractual relationship/Interests of close family members/Any other interests (incl. other membership or affiliation): <i>period (at present and in the past two years); entity concerned (name, location, type of organisation, field of activity), details of the declared interest (exact role/level and type of interest or relationship), indication whether the relationship/interest may create a conflict of interest in line with Articles 5 and 6 of the Code of Conduct and any complementary information.</i> • Signature <p>3) Declaration of Interest concerning the KIC Call³</p> <ul style="list-style-type: none"> • First name • Surname • Information on the involvement of the GB member or any close family member in the preparation and/or submission of a proposal in the Call for KICs • Information about a management position/economic interests/ a strategic advisory position/employment/contractual relationship of the GB member or any close family member in the last two years in one of the applicant organisations, or another entity directly concerned, such as other partners identified in a proposal • Information about any other situation that could cast doubt on the impartiality of the GB member when exercising responsibilities during the selection and designation of a partnership as a KIC • Signature <p>4) Declaration for former Members of the Governing Board⁴:</p>
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³ Template is provided in Annex IV to the Code of Conduct

⁴ Template is provided in Annex V to the Code of Conduct

	<ul style="list-style-type: none"> • First name • Surname • Date of end of mandate • Information on the prospective affiliation(s): name and address of the entity/ies; job title(s), details of the position(s) • Indication whether the prospective affiliations create a conflict of interest in line with Article 12 (3) and (4) of the Code of Conduct and any relevant complementary information • Signature <p>5) Specific Declaration of Interest at the meeting of the Governing Board</p> <ul style="list-style-type: none"> • First name • Surname • Information on interests which can be considered prejudicial to their independence with respect to the items on the agenda at the beginning of each Governing Board meeting. <p>In the course of Selection Procedure for New EIT Governing Board Members, members of the Advisory Group and the European Commission Observer shall submit Declaration of Confidentiality and Interests:</p> <ul style="list-style-type: none"> • Name • Position • Information whether the GB member/the European Commission Observer has any conflicts of interest with any of the candidates that have applied for the Call for Expressions of Interest. • Signature <p>In case of complaints submitted under Article 90 (2) of the Staff Regulations against Decisions taken at the level of the EIT Director. The members of the Appeal Committee and the European Commission Observer shall submit Declaration of Confidentiality and Interests:</p>
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		<ul style="list-style-type: none"> • Name • Position • Information whether the GB member/the European Commission Observer has any conflicts of interest with the complainant • Signature
6	Categories of data recipients	<p>Within the EIT:</p> <p>The personal data is processed on the need to know basis by Chairperson of the EIT Governing Board, Director of the EIT, EIT Director’s Office staff, Legal Section staff and Data Protection Officer of the EIT. In case of online submission, the access to the submitted declarations is granted to the respective IT officer responsible for establishing the online tool.</p> <p>The assessment of the conflict of interest declarations, including the application of mitigating measures, is carried out by the EIT Director, with the support of the EIT Legal Section staff and in consultation with the Chairperson of the EIT GB.</p> <p>EIT staff members in charge of the preparation of the relevant decision-making processes are informed on a need-to-know basis.</p> <p>Access will be given to the Internal Auditor of the EIT by request and if necessary for the performance of the duties of the Internal Auditor: depending on the nature and the scope of the specific audit, the Internal Auditor will be given access to personal data which is relevant for and serves the purpose of the specific audit exercise.</p> <p>Within the Commission and other EU institutions/bodies/agencies:</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>In case of a complaint of the data subject, access to personal data may be granted also to the European Ombudsman, the European Data Protection Supervisor, the General Court and the European Court of Justice and to the extent necessary for handling the complaint.</p>

		<p>Third parties subject to the GDPR⁵ and third parties not subject to the GDPR:</p> <p>Exceptionally and if necessary, personal data concerning management of the data relating to the declarations of interests for the EIT Governing Board members may be disclosed to external lawyers (advocates) subject to the GDPR for specific and limited purposes only. In this case a written contract (service contract) is signed between the EIT and the external lawyer in order to ensure that Article 29 of the Regulation is respected by the data processor. These written contracts follow the model of the Commission and include a specific article on data protection.</p> <p>The same applies to external IT contractors with whom the EIT has a framework contract in order to provide IT services for the EIT.</p> <p>The Declarations of Intention and Annual Declarations of Interest of members of the Governing Board shall be made public via the EIT website with the signature of the data subject erased.</p>
7	Time limit storage	The EIT only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for five years after the closure of the conflict-of-interest assessment exercise.
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

⁵ 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).

9	<p>General description of the technical and organisational security measures</p>	<p>Organisational measures: access to personal data is restricted to the Chairperson of the EIT Governing Board, Director of the EIT, EIT Director’s Office staff, Legal Section staff and Data Protection Officer of the EIT except the data provided for in the Declarations of Intention and Annual Declarations of Interest of members of the Governing Board. These Declarations shall be made public via the EIT website with the signature of the data subject erased.</p> <p>In case of online submission, access to the submitted declarations is granted to the respective IT officer responsible for establishing an online tool.</p> <p>Technical measures: hardcopy files are kept in the locked cupboards. Electronic data is stored on EIT network drive and is only accessible to the staff mentioned in the previous paragraph.</p>
10	<p>For more information, including how to exercise rights to access, rectification, object and data portability (where applicable), see the data protection notice:</p>	<p>Please consult the Data Protection page on the EIT 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