



<p style="text-align: center;">Record¹ of processing activities Regarding the meetings of the Member State Representatives Group (MSRG) organised by the European Institute of Innovation and Technology</p>		
Nr	Item	Description
1	Reference number	DPO-46
2	Name of the data controller, the data protection officer and processor ² , if applicable and contact details	<p>The data controller is Head of OPS2 Department (Innovation, Education and Communication) of the EIT. Contact e-mail: msrg@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 processing of the personal data within the context of the meetings of the EIT Member State Representatives Group (held in a physical format in Budapest, Brussels or other cities) is necessary for the following purposes:</p> <ul style="list-style-type: none"> - To register the members of the MSRG for the meetings; - To ensure the efficient management of the logistics of the meetings, including booking the travel arrangements for the participants via the platform on B2Match, local transportation, managing information regarding dietary restrictions, etc. <p>Registration is required only for the MSRG members whose registration is managed via an online registration page, maintained by ICF NEXT S.A., the contractor of the EIT (see below).</p> <p>(The privacy statement relating to the management and functioning of the MSRG can be found on the EIT website: https://eit.europa.eu/sites/default/files/privacy_statement_msrg_.pdf)</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 registered event participants.
5	Categories of the personal data processed	Within the context of the online registration process for the MSRG meetings organised by the EIT, the following types of personal data are processed in relation to the data subjects: title, family name, first name (as in valid travel document: ID/passport), MSRG membership (Representative or Substitute), nationality, name and type of the organisation, position in the organisation, contact details: e-mail address, telephone number. In addition to the above, MSRG members will also indicate their dates of birth for the provision of travel insurance by the European Commission CIGNA insurance for the duration of their participation in the meeting.
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 MSRG Secretariat responsible for the organisation and for the follow-up activities of the meeting.</p> <p>Within the Commission and other EU institutions/bodies/agencies:</p> <p>Access may also be provided for the fulfillment of their tasks to the Internal Audit Service of the Commission, the Court of Auditors (audit purposes), to the European Ombudsman, the European Data Protection Supervisor or the European Court of Justice and the General Court (in case of complaints or litigation).</p> <p>Third parties subject to the GDPR³ and third parties not subject to the GDPR:</p> <p>ICF NEXT S.A., as the external contractor of the EIT involved in the organisation of the meetings, is processing the personal data on behalf of the EIT. The written framework contract between the EIT and ICF Next S.A. contains several provisions on the protection of personal data. The privacy statement of ICF can be found here: https://www.icf.com/legal/privacy-statement.</p>

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)



		<p>In particular, as event organiser, ICF is responsible for maintaining the online registration process and the management of travel arrangements (flight/train tickets, hotel bookings, local transfers). Therefore, the subcontractors of ICF (such as a selected travel agency, a hotel and ground transportation company depending on the location and venue of the MSRSG meeting) will process the data subjects' personal details in order to organise and manage the travel, accommodation and local transfers for the MSRSG members.</p> <p>When the data subjects register to the meeting, they are made aware that B2MATCH collects the personal data included in the registration form. In addition, B2MATCH collects the data subjects' IP addresses, website data, geolocation, and browser-generated information (including device information, operating system, device type, system, cookies or other technologies used to analyse users' activity). For details about B2MATCH privacy practices please read: https://www.b2match.com/privacy-policy.</p> <p>The personal data indicated above are collected, uploaded and stored on its servers based in Europe, consulted, transmitted to the EIT, used and finally erased at the end of the retention period.</p>
7	<p>Time limit storage</p>	<ul style="list-style-type: none"> - Personal data relating to the participation of the MSRSG members in the meetings will be retained for <i>2 years from the date of the MSRSG meeting</i>. - After the above-mentioned retention period, the data relating to the meetings required for scientific or historical research purposes, statistical purposes should be kept in an anonymous form.
8	<p>If applicable, transfers of personal data to a third country or to international organization (if yes, the identification of that third country or international</p>	<p>No</p>



	organization and the documentation of suitable safeguards)	
9	General description of the technical and organisational security measures	Technical and organisational measures: access to personal data is restricted to recipients specified above. Requests that contain personal data are automatically deleted after the expiration of the retention periods specified for each category of the request.
10	Legal basis and grounds for lawfulness of the processing operations	<p>Legal basis of the processing operation</p> <ul style="list-style-type: none"> - Regulation (EU) 2021/819 of the European Parliament and of the Council of 20 May 2021 on the European Institute of Innovation and Technology (recast) ('EIT Regulation')⁴; - Decision (EU) 2021/820 of the European Parliament and of the Council of 20 May 2021 on the Strategic Innovation Agenda of the European Institute of Innovation and Technology (EIT) 2021-2027: Boosting the Innovation Talent and Capacity of Europe and repealing decision No 1312/2013/EU ('EIT Strategic Innovation Agenda 2021-2027')⁵; - Decision 42/2023 of the EIT Governing Board on the adoption of the Final Single Programming Document (2024-2026)⁶. <p>Grounds for lawfulness</p> <p>In line with Article 5(a) of Regulation No. (EU) 2018/1725, the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the EIT. The organisation of the MSRГ meetings is part of the public interest activities of the EIT, as laid down in the EIT Regulation.</p>

⁴ OJ L 170, 12.5.2021, p. 1.

⁵ OJ L 189, 28.5.2021, p. 61.

⁶ Ares(2023)8668848



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