

**Record of personal data processing activities regarding the
Stakeholder Database of the European Institute of Innovation and Technology**

Nr	Item	Description
1	Reference number	DPO-22
2	Name of the data controller, the data protection officer and processor, if applicable and contact details	<p>The data controller is the Head of the Communications and Stakeholder Relations Unit.</p> <p>Contact e-mail: EIT-Stakeholder-relations@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 collecting personal data is to enable the EIT to contact persons with whom it has professional relations in the context of its activities, in particular the organization of the annual Stakeholder Forum. This may include direct contacts by an EIT staff member, email invitations to the EIT events or/and email notifications concerning the EIT activities.</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 candidates contained in their application are accessed, evaluated, stored and eventually destroyed.</p>
4	Categories of data subjects	The data subjects are those persons who have professional contacts with the EIT and the EIT staff members in relation to the EIT activities.

5	<p>Categories of the personal data processed</p>	<p>The following types of personal data are processed for the above mentioned purposes in accordance with the Regulation 2018/1725¹:</p> <ul style="list-style-type: none"> - Personal data provided by the data subject allowing his/her identification (full name); - Contact information provided by the data subject (e-mail address, office telephone/ fax); - Professional information (name of organization, unit, position); - For specific categories (Permanent Representatives to the EU, Members of the European Parliament, Regional Representatives) the country is indicated. <p>Some of these personal data are publicly available on the internet (e.g. name and contact details of the Members of the European Parliament).</p>
6	<p>Categories of data recipients</p>	<p>Within the EIT:</p> <p>For the purposes indicated above, access to personal data is provided to the EIT Stakeholders Team, to the EIT management and to other EIT staff members on a need-to-know basis.</p> <p>To the extent necessary for the fulfilment of its tasks, the EIT Internal Audit Capability may also have access to the EIT Stakeholders Database.</p> <p>Within the Commission and other EU institutions/bodies/agencies:</p> <p>Access may also be provided, for the fulfilment of their tasks, to the Internal Audit Service of the Commission, the Court of Auditors (audit purposes), to 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 GDPR² and third parties not subject to the GDPR:</p>

¹ 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 (J L 295, 21.11.2018, p. 39–98)

² 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)

		In certain cases, contractors operating on behalf of the EIT may also be granted access, in particular for the purposes of IT management. In these cases a written contract (following the model contractual clauses of the DG Budget of the European Commission) is signed between the EIT and the contractor, ensuring that Article 29 of the Regulation on data protection is respected by the data processor.
7	Time limit storage	The retention period of the personal data is <u>four years</u> unless data subjects agree to the further processing of their data. <u>Every four years</u> , data subjects receive an email allowing to confirm consent to remain in the Stakeholder Database. In case of the absence of confirmation, or a negative reply, the personal data is erased.
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
9	General description of the technical and organisational security measures	Organisational measures: access to the Stakeholder Database is restricted to EIT staff on a need-to-know basis. Technical measures: Electronic data is stored on EIT network drive and is only accessible to the staff mentioned in the previous paragraph.
10	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: https://eit.europa.eu/who-we-are/legal-framework/data-protection