Processing of personal data in the context of the European Network for Rural Development (ENRD), and the European Innovation Partnership network (EIP AGRI network)

General information

Creation: 13/10/2008
Last updated: 17/01/2017
Registration: 17/01/2017
Status: Acceptance
Deleted: No
DG.Unit: AGRI.DDG2.E.2
Controller: SKAKELJA Neda
Delegate: GUNZEL Anna-Kristina
DPC: SCHEPPERS Eddy
Corporate: No
Language: English
Model: No Model
EDPS opinion (prior check): No
Target Population: Beneficiaries, Citizens, Officials
DPC Notes: EENRD integrated in the ENRD
Creation: 13/10/2008
Keywords:

Processing

1. Name of the processing
Processing of personal data in the context of the European Network for Rural Development (ENRD), and the European Innovation Partnership network (EIP AGRI network)

2. Description

- Processing of personal data in the context of the European Network for Rural Development (ENRD), and the European Innovation Partnership network (EIP AGRI network) established by Regulation (EU) No 1305/2013 of the European Parliament and of the Council of 17 December 2013, on support for rural development by the European Agricultural Fund for Rural Development (EAFRD) and repealing Council Regulation (EC) No 1698/2005
- Coordination, organisation and management of meetings/workshops/information days/events/seminars, etc. (hereafter referred to as “meetings”); and groups,
- Sending of invitation letters, emails; collecting names, postal/email addresses, phone/fax numbers electronically or on paper,
- Publication of participants’ and group members lists and distribution to participants, members and organizers,
- Publication of minutes/reports/notices/proceedings on Europa in the framework of the above mentioned groups’ activities,
- Publication of photographs of groups of participants/members and organisers of meetings in the framework of the activities,
- Management of the production process of paper and electronic publications and distribution on the basis of specific mailing lists; collecting of names, postal/e-mail addresses, phone/fax numbers electronically or on paper,
- Management of the development of working documents, guidance documents and information papers and distribution on the basis of specific mailing lists; collecting of names, postal/e-mail addresses, phone/fax numbers electronically or on paper,
- Management of specific tools developed on the ENRD and EIP-AGRI networks’ websites such as a who’s who or a competence corner,
- Publication of lists of contact persons from organizations or authorities involved in rural development
policy on the ENRD/EIP AGRI networks' websites and possible limited paper copy dissemination.

- Transmission of registered users' data to national or regional competent authorities and their established structures in charge of the operations of National Rural Networks for the solely purposes and activities referred to in article 54 of Regulation (EU) No 1305/2013.

Head of Unit E.2, is responsible for the European Network for Rural Development (ENRD), Head of Unit B.2. is responsible for the European Innovation Partnership network (EIP) and Head of Unit C.4 –is responsible for aspects related to evaluation of Rural Development Programs and the Evaluation Helpdesk.

3. Processors
ENRD Contact Point, ENRD Evaluation Helpdesk and EIP-AGRI Service Point

4. Automated / Manual operations
Personal data of participants/members/subscribers (title, last name, first name, nationality, address, job title, telephone, fax, email, and organisation) can be exported directly from the registration/subscription form of the website document for mail merge use in order to send information and documentation either by the Units or by their contractors.

Participants'/members'/subscribers'organizations’ contact persons’ personal data (title, last name, first name, nationality, address, job title, telephone, fax, email, and organisation) are inserted manually in the databases.

5. Storage
Data is stored in electronic form on the servers of the Commission or of the contractors managing the organisation of the meetings, the publication process, the development and dissemination of documents and the ENRD’s/EIP-AGRI’s website development.

Data can also be stored in paper form as part of the dossier related to each meeting, publication, document development and dissemination process or web tool.

6. Comments
NONE

Purpose & legal basis

7. Purposes
Organisation and management of meetings including participants from public and private entities active in rural development, including management of : contact lists, invitations, participants’ reimbursement documents, reports, distribution of reports, feedback on reports, follow-up meetings, follow-up actions, information sharing and publication on EUROPA, ENRD and EIP-AGRI network websites.

Management of the production and distribution of paper and electronic publications; management of the development and dissemination of working documents, guidance documents and information papers (mailing lists).

Development of specific tools on the ENRD and EIP-AGRI networks' websites such as who's who (with publication of contact persons, participants or members lists), competence corner, project databases and cooperation offers etc.

Support to and facilitation of national/regional-level activities in the framework of ENRD and EIP networking as per the purposes and activities referred to in article 54 of Regulation (EU) No 1305/2013.

8. Legal basis and Lawfulness
Regulation (EU) No 1305/2013 of the European Parliament and of the Council of 17 December 2013 on support for rural development by the European Agricultural Fund for Rural Development (EAFRD) and repealing Council Regulation (EC) No 1698/2005 (1), and in particular Articles 52(4) and 53(4)

Article 5(b) of Regulation (EC) 45/2001: Processing is necessary for compliance with a legal obligation to which the controller is subject. Article 5(d): The data subject has unambiguously given his or her consent. COM(2007) 127 final. COMMUNICATION FROM THE COMMISSION, Follow-up to the Green Paper 'European Transparency Initiative' (SEC(2007)360)

Art. 20 "Exemptions and restrictions" and 27 "Prior checking (by the EDPS)" are not applicable.

Data subjects and Data Fields

9. Data subjects
All external persons invited and participating to the meetings and events are subject to this notification as well as all subscribers to the ENRD and EIP-AGRI networks’ publications and those who formally request or give their agreement to be included in the databases managed by the ENRD or EIP-AGRI networks.

10. Data fields / Category
Only data necessary for the organization and the management of the meetings, events and groups,

- Distribution of publications,
- Development and dissemination of working documents, guidance documents and information papers
- Development of relevant tools on the website such as gender (necessary for the right title)/name/surname/profession/postal & email addresses/ phone number/ fax number.
- Video recordings, web-streaming, photographs of groups of participants to meetings and organizers could also be published at the context of the meetings (an opt-out is provided for in the online registration generic privacy statement attached to question 11 and in the dedicated website used for registration of participants (https://ec.europa.eu/eusurvey), or via e-mail to the dedicated mailbox.
For access control purpose by the security service to the Commission's premises (under responsibility of DG ADMIN/DS – see notification DPO-508): name, nationality identity card or passport number/ and date of birth.
For purpose of reimbursement of travel expenses/allowances: information about the type of transport used and hotel and banking information.

For the websites, access to forums and exchange platforms will be restricted to identified members of the network, and access will be granted on a need to know basis.

Rights of Data Subject

11. Mandatory Information
See attachment "Privacy Statement"
List of attachments
- DPO2792 Privacy statement.docx

12. Procedure to grant rights
In case you have questions related to the collection and processing of your personal data, the general rules for processing of personal information in the context of the ENRD or the EIP-AGRI network activity, or on your rights have it modified, corrected or deleted, please contact the Controllers, using the following contact information: For aspects related to the European Network for Rural Development (ENRD) and the ENRD Contact Point: Head of Unit E2 European Network and Monitoring of Rural Development DG Agriculture and Rural Development B-1049 Brussels, Belgium E-mail: agri-enrd-dataprotection@ec.europa.eu For the aspects related to the European Innovation Partnership network (EIP-AGRI network) and the EIP-AGRI Service Point Head of Unit B2 Research and innovation DG Agriculture and Rural Development B-1049 Brussels, Belgium E-mail: agri-EIP@ec.europa.eu For aspect related to evaluation of Rural Development Programmes under the ENRD and the ENRD Evaluation Helpdesk: Head of Unit C4 Evaluation and studies DG Agriculture and Rural Development B-1049 Brussels, Belgium E-mail: agri-evaluation@ec.europa.eu
From the moment of request for their data: publication of "privacy statement" on the website where data is requested and attached to any tool developed containing a data collection aspect.

Possibility of opt-out from collection and processing of personal data provided. The Privacy Statement will be attached to any request for collection and / or publication of personal data.

13. Retention
Normally, personal data will be kept as long as follow-up actions regarding meetings, seminars and events, publications, development and dissemination of relevant documentation, information papers or website development is necessary with regard to the purpose(s) of the processing of personal data as well as for the action and its related management.

All personal data, electronic or in hard copy will be deleted at the latest 7 years after the last action in relation to the meeting, the publication, dissemination of documents of the ENRD and EIP-AGRI networks’ websites and all financial transactions linked to these activities. This retention period exceeds the 5 years recommended in the Commissions’ Common Retention list, but has been adopted to respect the length of the 7 year long programming period and the activities of the networks in question. The Privacy Statement informing data subjects that they may contact the Controller if they do not wish their personal data to be part of the list of contacts published and disseminated, or to have photos or video published, will be enclosed when collecting personal data in the framework of meetings, seminars and events, publications distribution, dissemination of working documents, guidance documents and information papers or the development of specific tools on the ENRD and EIP-AGRI networks’ websites. Persons subscribing to publications will (when applicable) receive a specific login and password giving them the possibility to directly update their data or unsubscribe online, or by e-mail as indicated in the specific websites.

14. Time limit
Blocking or any rectifying of data falling under the conditions of articles 13 to 18 of Regulation (EC) 45/2001 will be done on request of the data subject. This task will be completed up to 30 days after the request has been received by the Controller.

15. Historical purposes
Not applicable

Recipients

16. Recipients
Participants in the meetings and groups, officials of DG AGRI E2, B2 and C4, possible contractors committed by DG AGRI E2, B2 and C4 and wider public provided that minutes/ reports/ notices/ proceedings/videos/ photographs/contact details are published online, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with Community legislation.

For the websites, access to forums and exchange platforms will be restricted to identified members of the network, and access will be granted on a need to know basis.

17. Transfer out of UE/EEA
Not applicable
Security measures

18. Technical and organizational measures
General IT security policy and measures in force in the Commission; see notification DPO-1 on IT infrastructure.

In case the meeting is organized by an external company, the publications distributed by an external company or the tools developed on the Website by an external company, the collected personal data and all information related to the above mentioned event could be stored on a computer of the external contractor (considered as the processor) who has to guarantee the data protection and confidentiality required by regulation 45/2001.

Databases accessible only to registered users via proper authentication (see privacy statement).

19. Complementary information
NONE