

RECORD OF PROCESSING OPERATION¹ ON EEA outreach competitions

Nr.	Item	Description
1.0	Last update of this record	11.6.2019
1.1	Reference number	DP.COM.18.4_Competition
1.2	Name and contact details of controller	Head of Group Media Relations, Social Media and Web competitions@eea.europa.eu
1.3	Name and contact details of joint controller(s) (where applicable)	N/A
1.4	Name and contact details of the processor (where applicable)	Whole or part of the data is processed via an online form in Wufoo (a service provider by SurveyMonkey). The privacy policy of Wufoo can be found on the following link: https://www.surveymonkey.com/mp/legal/privacy-policy/
1.5	Name and contact details of the DPO	DPO@eea.europa.eu
1.6	Purpose of the processing	The purpose of the processing operation is to manage and follow-up on submissions, to contact the short listed competition participants and winners, and to communicate with the competition participants when the EEA wishes to use their entry in its communication activities and duly credit their copyrights.

¹ Record of EEA activities processing personal data, based on 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.

Nr.	Item	Description
1.7	Description of categories of persons whose data the EEA processes and list of data categories	<p>The personal data collected and processed refers to any eligible person with full access to the web that decides to submit an application for entering into the competition.</p> <p>The personal data collected includes administrative data, contact information and information specific to the entry. The compulsory fields are title, name, e-mail address, telephone number, country of citizenship and age of the competition participant (according to the selection criteria specified in the terms and conditions of the competition, geographical and age restrictions may be applied), competition category, title of the entry, accompanying text and information about where the entry was captured.</p> <p>Any personal information the competition participants choose to display in their submissions, including the text, will not be collected and further processed by the EEA. The possible privacy issues resulting from such cases remain the responsibility of the competition participants.</p>
1.8	Time limit for keeping the data	<p>Information about age, email address, country of citizenship and telephone numbers of the entrants are stored for two full years after the completion of the competition, marked by the announcement of the winners. This retention period is appropriate to the purpose of managing the competition while it is still on going and communicating with the competition participants when the EEA wishes to use the entry in its communication activities. Only aggregated and anonymous personal data is processed and kept for statistical purposes after that date.</p> <p>As the copyright of the entries remains with competition participants, participant's names are retained for duly crediting copyright owner when using their entries in EEA communication activities.</p> <p>SurveyMonkey records respondent IP addresses in backend logs and delete them after 13 months. EEA has no access to this data.</p>

Nr.	Item	Description
1.9	Recipients of the data	<p>The data is disclosed to a limited amount of EEA staff members in the Communication Programme who are in charge of managing EEA outreach competitions.</p> <p>The name and the country of origin of the entrants may be shared with the wider public and the media, as well as partners. However, it is only after obtaining the express written agreement of the participants concerned that their contact details (address, e-mail address and/or telephone number) will be shared with third parties.</p> <p>No personal data is shared with third parties for direct marketing purposes.</p>
1.10	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
1.11	General description of security measures (where possible)	The data entered is only accessed and processed by a limited number of EEA staff in the COM2 group using a user ID and password.
1.12	Measures for providing additional information, including how data subjects may exercise their rights of access, rectification, data portability (where applicable), etc.	Additional information is displayed in the specific privacy statement available on the EEA website (https://www.eea.europa.eu/about-us/competitions/specific-privacy-statement-v2).