



## RECORD OF PROCESSING OPERATION<sup>1</sup> ON EEAcademy activities and events

Nr.	Item	Description
1.0	Last update of this record	11.11.2020
1.1	Reference number	DP.GOV.19.1_EEAcademy
1.2	Name and contact details of controller	Coordinator of EEAcademy project <a href="mailto:EEAcademy@eea.europa.eu">EEAcademy@eea.europa.eu</a>
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)	EEA contractor(s) in charge of editing the material. Currently Brickwall Films Ltd contracted under Framework contract EEA/COM/15/003 for the provision of multimedia and audio-visual services (OJ/S 159-291572 of 19.8.2015).
1.5	Name and contact details of the DPO	<a href="mailto:DPO@eea.europa.eu">DPO@eea.europa.eu</a>
1.6	Purpose of the processing	<p>The purpose of this processing operation is to collect personal data that are necessary for EEAcademy events and activities such as:</p> <ul style="list-style-type: none"> <li>- Registration of participants to the event through an application form</li> <li>- Collecting follow-up evaluation forms and footage release forms from lecturers who have cooperated with EEAcademy and featured in recordings taken during the lectures</li> <li>- Collecting personal data from alumni who have attended the EEAcademy Summer and Winter schools</li> </ul> <p>EEAcademy will be then able to register participants to events, evaluate events, publish footage on publicity channels and include participants in the alumni database. The personal data of the data subjects will not be used for any other purposes.</p>

<sup>1</sup> 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.

1.7	Description of categories of persons whose data the EEA processes and list of data categories	EEAcademy events' participants and their personal data during registration and evaluation. Previous participants attending the EEAcademy Summer and Winter Schools and their personal data necessary for the alumni database. Lecturers giving presentations or lectures within the EEAcademy activities, and feature in recordings taken during lectures.
1.8	Time limit for keeping the data	The data will be retained for the duration of the events and activities for as long as the data are necessary in order to contact the data subjects.
1.9	Recipients of the data	The data will be accessed only by EEAcademy projects members and processors noted in point 1.4.
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)	Access to IT resources is controlled through authentication and authorisation technologies. EEA user accounts are protected by passwords. Periodic password changes, a minimum password length, password complexity and limitations for password reuse are enforced by policies.
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 provided to data subjects in the specific privacy statement attached to the individual forms (i.e. footage release form, application form and evaluation form).