

# EUISS record of processing activity

## Registration of participants to EUISS events

1	Last update of this record	18/10/2020
2	Reference number	ADM-11
3	Name and contact details of controller	European Union Institute for Security Studies 100, avenue de Suffren F-75015 Paris France +33 1 56 89 19 30  Responsible department or role: Head of Administration and Personnel of the EUISS  Contact form for enquiries on processing of personal data to be preferably used: <a href="https://www.iss.europa.eu/contact">https://www.iss.europa.eu/contact</a>
4	Contact details of the DPO	<a href="https://www.iss.europa.eu/contact">https://www.iss.europa.eu/contact</a>
5	Name and contact details of joint controller (where applicable)	Not applicable
6	Name and contact details of processor (where applicable)	Constant Contact Inc 10 Corporate Drive Suite 300 Burlington MA 01803 USA  Privacy Contact: <a href="mailto:Privacy@endurance.com">Privacy@endurance.com</a>

7	Description and purpose of the processing	<p>Processing of personal data is needed for the organisation and management of EUISS events, including management of lists for contacts, invitations, travel arrangements (including transportation and/or hotel accommodation), access to the event venue including security control (if applicable), follow-up meetings, follow-up actions, news and publications. Photo, video and audio recording may also be needed for creating awareness and distributing information on the event.</p> <p>The legal basis of the processing operation are:</p> <ul style="list-style-type: none"> <li>- the EUISS founding decision (Council Decision 2014/75/CFSP of 10 February 2014 on the European Union Institute for Security Studies).</li> </ul>
8	Description of categories of persons whose data the EUISS processes and list of data categories	<p>All participants to an EUISS event.</p> <p>Personal data processed:</p> <ul style="list-style-type: none"> <li>- name, surname, job title/function, name of employer, e-mail address, dietary preferences or allergies (in case meals are provided).</li> <li>- The EUISS uses an online electronic registration system for event registrations. The data collected are: title, last name, first name, participant's organisation, participant's function, e-mail address. The following data may also be collected if applicable: number of ID document, nationality, dietary preferences, loyalty card number and bank details.</li> </ul> <p>Photographs, video and audio recording of speakers and participants of the event may be taken.</p>
9	Time limit for keeping the data	<p>The EUISS will keep the following data only for internal reference and follow-up actions: title, last name, first name, participant's organisation, participant's function, and e-mail address.</p> <p>All other data are erased twelve months after the end of the event.</p>

10	Recipients of the data	<p>EUISS event coordinators and/or any EUISS agent cooperating in the organisation of events and having been granted access to the online registration system.</p> <p>Data may be shared with service providers and/or external contractors and organisers only for institutional purposes pertaining to the organisation of the event and provided they have in place comparable safeguards for the protection of privacy. Depending on the location of the event (EUISS premises in Paris or Brussels or external venue), the data may be shared with accreditation/security services).</p> <p>A list of participants (title, last name, first name, participant's organisation, participant's function) is distributed to all participants on the date of the event.</p> <p>Photographs, audio and video recordings of the event may be reproduced in various media including the EUISS website, EUISS publications, social networks, TV channels and the press, in connection with the event, or for further institutional purposes as well as for promotional activities of the EUISS.</p>
11	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	<p>Personal Data is transferred to the US where the processor is based. Transfers are based on EU Standard Contractual Clauses, after a Risk Assessment.</p>
12	General description of security measures	<p>The data is introduced into the online registration system.</p> <p>Data in transit is encrypted via industry-standard Secure Sockets Layer (SSL) connections over HTTPS.</p> <p>The EUISS has implemented appropriate technical and organisational measures (firewalls, checkpoints, antivirus) to ensure a level of security appropriate to the risks represented by the processing and the nature of the personal data to be protected. Such measures have been taken in particular to prevent any unauthorised disclosure or access, accidental or unlawful</p>