

AD HOC WORKING GROUPS - CALL FOR EXPRESSION OF INTEREST - APPOINTMENT - OPERATION

Record of processing activity	
Title	Ad Hoc Working Groups - Call for Expression of Interest - Appointment - Operation
Name and contact details of controller	ENISA (specific contact for each ad hoc group)
Name and contact details of DPO	dataprotection@enisa.europa.eu
Name and contact details of Joint Controller	N/A
Name and contact details of processor	<p>ENISA contractor on events organization (currently T&T Executive, www.tntexecutive.gr, based in Greece).</p> <p>ENISA contractor providing listserv services (L-Soft, http://www.lsoft.com, based in Sweden) - only when listserv mailing lists are used.</p> <p>ENISA CIRCA-BC platform (Cermit) operated under an SLA with the European Commission and used for document management (please see specific record on CIRCA-BC).</p>
Purpose of the processing	<p>The purpose the processing operation is to: -</p> <ul style="list-style-type: none"> - select and appoint the members of the ENISA Ad Hoc Working Group (AHWG) that will provide ENISA with assistance and expert advice in relation to specific predefined thematic area(s) or the drafting of cybersecurity certification schemes. - establish the ENISA Ad Hoc Working Group and support its operation and management including its documentation and administration, in particular through maintaining the ENISA Ad Hoc Working Group mailing list, organising physical, conference call and other means of (virtual) meetings and providing for relevant logistics, including remuneration, reimbursement of associated travel and accommodation. <p>Note: on further information regarding the processing of personal data in the context of events organisation by ENISA, please see relevant record (Events Organisation).</p>
Description of data subjects	Candidates (successful and unsuccessful) to the ENISA Call for Expression of Interest for the Ad-Hoc Working Group and appointed Ad-Hoc Working Group Members.
Description of data categories	<p>The following personal data will be processed for Ad Hoc Working Group applicants:</p> <ul style="list-style-type: none"> - First Name, - Last Name, - Nationality, - Affiliation,



	<ul style="list-style-type: none"> - Current job title, - Email & telephone number, - Professional & educational experience, - Information on skills relevant to the call, motivation to apply to the specific call, expression of interest to be considered as a rapporteur for the group and ability to be reimbursed by ENISA for acting as a rapporteur. <p>For the appointed members of the ENISA Ad-Hoc Working Group, the following personal data are also being processed (further to the ones mentioned earlier):</p> <ul style="list-style-type: none"> - Physical/qualified electronic signature, - Data related to the processing of statements of confidentiality and declarations of absence of conflict of interest relevant to the scope and the operations of the Ad Hoc Working Group, - Financial data relevant to receiving reimbursement and/or remuneration from ENISA, planning attendance to physical meetings/event (including issuing of tickets for transportation and accommodation), - Data relevant to participating and attending (virtual) meetings, including meeting notes and participant lists.
Time limits (for the erasure of data)	<p>Personal data of unsuccessful applicants will be kept up to a maximum period of one (1) calendar year after the appointment and public announcement of the members of the Ad-Hoc Working Group to the ENISA website. The reserve list of candidates will be retained for the duration of the AHWG.</p> <p>Personal data of successful applicants (appointed members and reserve list members) will be kept for the period during which an individual is a member of the Ad-Hoc Working Group and for five (5) years after the date on which the individual is no longer member of the Ad-Hoc Working Group or the Group is dissolved. If members withdraw or are removed upon request of the Executive Director, the list of appointed members of the specific AHWG will be subsequently updated and the name of the member will be removed and replaced by a successful candidate from the reserve list.</p> <p>Financial data will be kept for up to seven (7) years in line with the provisions of the ENISA's Financial Regulation.</p>
Data recipients	<ul style="list-style-type: none"> - Access to the data of applicants to the Ad Hoc Working Group will be granted only to designated ENISA staff members involved in the selection procedure, members of the appointed Selection Board, as well as the ENISA Management Board members, upon request to the ENISA Executive Director. - Access to data of the appointed members will be granted to designated ENISA staff members involved in the management and support of the Ad Hoc Working Group. . - Access to contact data of the appointed Ad-Hoc Working Group members will be granted to the members within the group (including observers, EU Bodies and Member State representatives) and the European Commission. - Access to contact data of the appointed members will be granted to ENISA contractors (processors) responsible for facilitating the organization of meetings, events and travel arrangements for AHWG members. EC Commssion ABAC service may have access as well (for legal entity and bank account validation). - The list of appointed members (name, affiliation) will be made publicly available at the ENISA website.
Transfers to third countries	N/A
Security measures - General description	General security policy and technical/organisational measures applicable to ENISA's internal IT systems and ENISA's website; security policy of processor's systems.
Privacy statement	A template is available, for example: https://www.enisa.europa.eu/topics/standards/adhoc_wg_calls/ahWG01/dpnotice

