



NATIONAL LIAISON OFFICERS (NLOS) NETWORK

Record of processing activity	
Title	National Liaison Officers (NLOs) network
Name and contact details of controller	ENISA, Executive Director's Office, MB-Sec@enisa.europa.eu
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	T&T Executive contracted by ENISA to support events organisation, in particular regarding the management of hotel bookings and travel arrangements for NLO network members (www.tntexecutive.gr).
Purpose of the processing	To support the operation of the NLO network, in particular maintaining the NLO contact list, organise meetings and provide for relevant logistics, including reimbursement of associated expenses. Note: on further information regarding the processing of personal data in the context of events organisation by ENISA, please see relevant record (Events Organisation).
Description of data subjects	Nominated representatives of Member States (experts) as NLOs.
Description of data categories	Name, surname, business function, affiliation, country, phone number, e-mail address, and data provided in the legal entity form and financial identification form (https://ec.europa.eu/info/publications/legal-entities_en), registration to NLO network meetings, 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 NLO network.
Time limits (for the erasure of data)	The data are kept for as long as the data subject is appointed NLO by the Member State and for up to five (5) years after the end of the data subject's mandate as NLO. For data related to financial transactions, in order to provide an audit trail and allow queries on past payments at all times, relevant data are kept for up to seven (7) years in accordance with ENISA's Financial Regulation.
Data recipients	Designated ENISA staff involved in the operations of the NLO network, designated staff of the data processor, as well as EU bodies charged with Legal Entity and Bank Account Validation (European Commission ABAC system). The NLOs contact list (name, affiliation, country) along with the NLOs' Declarations of Conflict of Interest 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.
Privacy statement	Available for NLO members and provided before each meeting of the group.

