



ENISA MANAGEMENT BOARD PORTAL

Record of processing activity	
Title	ENISA Management Board Portal
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	Eau de Web: contractor, based in Romania, responsible for web development part and providing hosting services (https://www.eaudeweb.ro/). T&T: contractor, based in Greece, that supports events organisation (travel and accommodation for MB members, www.tntexecutive.gr).
Purpose of the processing	The purpose of the processing is to support the operation of ENISA's Management Board (MB) by providing: list of MB members and their alternates; MB family pictures; the Portal serves as a general platform for the organisation of MB meetings (incl. registration, agenda, agenda supporting documents, decisions, meeting minutes, practical information about hotel). 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	Representatives to the ENISA Management Board and their alternates by all EU member states and the European Commission; Representatives from third countries (when relevant); other persons invited at MB members request.
Description of data categories	Name, country, institution, telephone number, email address, data related to participation in MB meetings (e.g. registration to MB meetings and relevant information), user name, IP address, last login date. Declarations of confidentiality and conflict of interest for MB members so as the CVs/short bios (to be published in ENISA's website).
Time limits (for the erasure of data)	The duration of the appointment to the ENISA Management Board and for up to five (5) years after the end of the mandate. For financial transactions, in order to provide an audit trail and allow queries on past payments at all times, relevant data are kept up to seven (7) years in accordance with ENISA's Financial Regulation. IP addresses of logged in users collected for security reasons will be stored for up to one (1) year.
Data recipients	Designated staff involved in MB Secretariat function for general maintenance of the MB Portal, as well as designated staff of the ENISA processors. EC ABAC system may have access as well (for legal entity and bank account validation). All MB members can view lists and contact information of the other MB members through the MB Portal. The names and affiliation of MB members and their declarations of conflict of interest are published on ENISA's website for reasons of transparency.
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 to MB members and provided with each MB meeting.

