



RECORD NO: 28

## EVENTS ORGANISATION

### Record 28 of processing operation “Events organisation”

Date of last update	03/01/2022
Name and contact details of controller	ENISA (Relevant unit per event)
Name and contact details of DPO	<a href="mailto:dataprotection[at]enisa.europa.eu">dataprotection [at] enisa.europa.eu</a>
Name and contact details of Joint Controller	EU and/or national bodies that co-organise events with ENISA.
Name and contact details of processor	T&T Executive S.A. providing support in events organisation (including travel agency services), under specific contract with ENISA. ENISA Ad-hoc working groups who might provide supports in the agenda definition and speaker selection EU Survey tool, used for registering interested participants to the event For online events: ENISA web conferencing platforms, supporting the events - see relevant record on Web conferencing for further info.
Purpose of the processing	<p>The purpose of the processing is to support the overall organisation of ENISA's events, including:</p> <ul style="list-style-type: none"><li>- registering interested persons to the event</li><li>- provision of logistics</li><li>- travel and hotel bookings for invited participants (via processor T&amp;T)</li><li>- access to the event venue</li><li>- participants list</li><li>- identification of speakers</li><li>- follow up of the event (e.g. feedback collection and specific communication activities).</li></ul> <p>Note: A general ENISA's policy is available to cover the processing of personal data in the context of any type of event organised by the Agency. The policy also covers the case of photographs and video recording in the context of ENISA events. It provides a template data protection notice that can be used for any ENISA event.</p>
Description of data subjects	Participants at ENISA events (including invited speakers and attendees).
Description of data categories	a) contact data; b) financial data (when the event is subject to fees or in case of reimbursement of invited participants);



	<p>c) travel and hotel booking data (for invited participants whose travel and accommodation for the event are directly covered by ENISA - provided via ENISA's processor): name, destination, choice of schedule, choice and location of accommodation, etc.;</p> <p>d) ID/Passport number, nationality and/or date of birth, in case this is required for security reasons by the venue provider;</p> <p>e) Data on dietary purposes (if applicable).</p>
Time limits (for the erasure of data)	The final participants list (name, surname, organisation) is kept for 5 years after the end of the event for auditing purposes; contact data is kept for up to 6 months after the end of the event; financial data (incl. travel and hotel booking data that relate to financial transactions) are kept for up to 7 years according to Financial Regulation; data on dietary, ID/passport number, nationality and date of birth are deleted immediately after the end of the event.
Data recipients	<ul style="list-style-type: none"> <li>- ENISA staff that is responsible for managing an event;</li> <li>- ENISA staff responsible for relevant financial transactions;</li> <li>- ENISA's processor staff involved in the event's management, including travel and hotel accommodation for invited participants via Amadeous Global Distribution System (GDS) for airline bookings and hotel booking companies (sub-processors); -Data may also be transferred for security purposes to the entity that is managing the event's venue, should this be required.</li> <li>- ENISA Ad hoc working groups relevant for the definition of the event agenda</li> </ul>
Transfers to third countries	<p>Transfers outside EU/EEA are not foreseen.</p> <p>In extremely rare cases, when invited participants (whose travelling is covered by ENISA) are travelling from outside EU/EEA or have chosen flights that are based on airline companies residing outside EU/EEA, transfers of personal data may take place by ENISA's processor (travel agency - via Amadeous booking system) to relevant airline companies outside EU/EEA, in order to issue the tickets. In such cases, the transfer is based on article 50 (1)(a) Regulation (EU) 1725/2018 - derogation on the basis of data subject's consent.</p> <p>For online events, transfers of personal data outside EU/EEA may take place in the context of the web conference platform supporting the event - for further information, please see record on Web conferecing. Specific information is provided under the privacy statement of each online event.</p>
Security measures - General description	General security policy and technical/organisational measures applicable to ENISA's internal IT systems and ENISA's website. Security measures of ENISA's processor (under specific contract with ENISA). Restriction of access to events participants data based on need-to-know basis.
Privacy statement	A privacy statement is provided for each ENISA event

