

DATA PROTECTION NOTICE

ENISA AD-HOC WORKING GROUP MEMBERS SELECTION ON AWARENESS RAISING

Your personal data shall be processed in accordance with the Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data¹.

The data controller of the processing operation is ENISA (Awareness Raising and Education Team, contact point: awareness@enisa.europa.eu).

The legal basis for the processing operation is article 5(1)(a) of Regulation (EU) 2018/1725, on the basis of Regulation (EU) 2019/881², in particular the provisions establishing the tasks of ENISA and more specifically article 20(4) thereof.

The purpose of this processing operation is to a) select and appoint the members of the ENISA Ad-Hoc Working Group that will provide ENISA with assistance and expert advice in relation to Awareness Raising; b) 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.

The following personal data are being processed for all applicants for the ENISA Ad-Hoc Working Group:

- First Name,
- Last Name,
- Nationality,
- Affiliation,
- Current Job Title,
- Email & telephone number,
- Professional and 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 (if required) for the group and
- ability to be reimbursed by ENISA for acting as a rapporteur (if foreseen and required).

¹ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002.

² Regulation (EU) 2019/881 of the European Parliament and of the Council of 17 April 2019 on ENISA (the European Union Agency for Cybersecurity) and on information and communications technology cybersecurity certification and repealing Regulation (EU) No 526/2013 (Cybersecurity Act).

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):

- 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.

Data recipients:

- 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 Commission 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.

Retention periods:

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.

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.

Financial data will be kept for up to seven (7) years in line with the provisions of the ENISA's Financial Regulation.

You have the right of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. Under certain conditions, you have the right to ask that we delete your personal data or restrict its use. You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time. We will consider your request, take a decision and communicate it to you. If you have any queries concerning the processing of your personal data, you may address them to ENISA at awareness@enisa.europa.eu. **You may also contact** at any time the ENISA DPO at dataprotection@enisa.europa.eu.



You have the right of recourse at any time to the European Data Protection Supervisor at <https://edps.europa.eu>

