

# DATA PROTECTION NOTICE

## ENISA AD-HOC WORKING GROUPS – AD HOC WORKING GROUP ON DATA PROTECTION ENGINEERING

**Your personal data** will 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 data<sup>1</sup>.

**The data controller** of the processing operation is ENISA. The controller “in practice” is Executive Director’s Office (specific contact for each ad hoc group).

**The legal basis** for processing your personal data is article 5(1)(a) of Regulation (EU) 2018/1725: “processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body.” on the basis of Regulation (EU) 2019/881<sup>2</sup> (hereinafter referred to as CSA) establishing the tasks of ENISA. More specifically article 20(4) CSA as regards the establishment of ad-hoc working groups and article 49(4) CSA as regards ad hoc working groups to support the drafting of cybersecurity certification schemes thereof. Further requirements for processing personal data derive from articles 25(2), 26(2) and 27(2) CSA on the declaration of interests, transparency and confidentiality.

**The purpose** the processing operation is to:

- 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

**The following personal data will be processed for Ad Hoc Working Group applicants:**

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<sup>1</sup> 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.

<sup>2</sup> 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)

- First Name,
- Last Name,
- Nationality,
- Affiliation,
- 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.

**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.

For each purpose of the processing operation, recipients and categories of recipients are presented below.

- 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** of the 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 Ad-Hoc Working Group members** will be granted to ENISA contractors (Processors and approved Sub-processors) responsible for facilitating the mailing list(s), organization of meetings, events and travel arrangements for AHWG members.
- **Access to the personal data** may also be granted to EU bodies charged with monitoring or inspection tasks in application of EU law (e.g. internal audits, European Anti-fraud Office – OLAF).
- The **list of appointed members** (name, affiliation) will be made publicly available at the ENISA website.

There are **No data transfers to third countries**.

**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 Financial Regulation.

The retention periods described above might be extended should a complaint is filed or processing is necessary for the establishment, exercise or defence of legal claims, or whenever courts are acting in their judicial capacity.

**Ad Hoc Working Group applicants and members:**

- have the **right of access** to their personal data and to relevant information concerning how we use it.
- have the **right to rectify** their personal data by contacting the AHWG secretariat.
- have the **right to request to delete or restrict** your personal data, unless this interferes with the rights and freedoms of other data subjects, legal obligations to retain your data or other relevant interests that prevent the Agency from meeting your request. The Agency will inform you if any of these interest interfere with your personal request.
- have the **right to object to our processing** of your personal data, on grounds relating to your particular situation, at any time.

If you have any queries concerning the processing of your personal data, you may address them to ENISA and the AHWG secretariat. You may also contact the ENISA DPO at any time at [dataprotection@enisa.europa.eu](mailto:dataprotection@enisa.europa.eu).

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