



EMA/415799/2019

Record of data processing activity regarding hotel and travel bookings (public)

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| 1. | Last update of this record, version number: | 7 June 2022, version 3 |
| 2. | Reference number: | A22 |
| 3. | Name and contact details of controller: | European Medicines Agency Internal contact: Head of Administration and Corporate Management Division datacontroller.administration@ema.europa.eu |
| 4. | Name and contact details of DPO: | dataprotection@ema.europa.eu |
| 5. | Name and contact details of joint controller (where applicable) | N/A |
| 6. | Name and contact details of processor (where applicable) | Business Travel 9A, Aleea Alexandru 011821 Bucharest Romania office@businesstravel.ro |
| 7. | Purpose of the processing | Booking hotel and travel arrangements for delegates, experts and staff members |
| 8. | Description of categories of persons whose data EMA processes and list of data categories | Delegates and experts attending meetings at EMA Staff members (i.e. Temporary Agents, Contract Agents, Seconded National Experts, Trainees and Interims) going on business trips. Applicants to a travel apply through the Agency's Meeting Management System (MMS) for meetings or the SAP missions for Missions. List of data categories processed for this purpose: <ul style="list-style-type: none">• first name, last name, telephone number, e-mail address, dietary preferences (optional to provide for the purpose of additional expenses), possible medical conditions requiring specific assistance (optional to |

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| | | <p>provide for the purpose of additional expenses), bank details,</p> <ul style="list-style-type: none"> • location data (location of departure and destination, location of accommodation, accommodation, costs of hotel and travel, • passport details (this may include passport number, full name as indicated in passport, date of birth, date of passport expiry/issue) |
| 9. | Time limit for keeping the data | <p>5 years after annual budget discharge approved by the European Parliament</p> <p>As regards personal data kept for the purpose of meeting/event organisation please see European Medicines Agency's Privacy Statement for the organisation of meetings and events and the related record.</p> <p>Information regarding mobility issues (disabilities) and name of partner as carer will be deleted after the business trip is complete and such data is no longer necessary for hotel and travel arrangements purposes.</p> |
| 10. | Recipients of the data | Organisational entity at EMA responsible for booking hotel and travel for delegates, experts and staff members |
| 11. | Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards? | N/A |
| 12. | General description of security measures, where possible. | <p>Paper copies are stored in locked cabinets</p> <p>Electronic copies can be accessed only through PC password</p> |
| 13. | For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement: | <p>Details concerning the processing of your personal data are available on the Agency's website at: https://www.ema.europa.eu/en/about-us/legal/privacy-statement</p> <p>Here you may find the EMA General Privacy Statement as well as the privacy statements on specific data processing operations.</p> |