



28 July 2023
EMA/349401/2023

Records of data processing activity (public)

Publication of contact details of industry representatives in Agile teams – EMA-TDT-006

1.	Last update of this record, version number:	New
2.	Reference number:	EMA-TDT-006
3.	Name and contact details of controller:	European Medicines Agency Internally: Head of the Digital Business Transformation Task Contact: datacontrollertdt@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)	N/A
7.	Purpose of the processing	The purpose of this data processing activity is to publish on the EMA corporate website details on industry Subject Matters Experts working in Agile teams. The information about industry Subject Matter Experts is published on a dedicated section of such website. EMA's Agile way of working includes a new way of engaging with stakeholders at the execution level, which is defined in



		<p>the Protocol for Network Product Owners and Network Subject Matter Experts.</p> <p>An industry Subject Matter Expert has knowledge and expertise of a specific business solution or product that he/she can provide to a Product Team when requested (usually) by the Product Owner.</p> <p>The information published about industry Subject Matter Experts is provided so that other stakeholders know who their representatives are. The portfolio of products is developed in the context of performing of the Agency tasks, including delivery of IT systems for the use of the EU Network of Regulatory Agencies as well as other designated users who may have access to such systems.</p>
8.	Description of categories of persons whose data EMA processes and list of data categories	<p>In this processing operation we process data collected from the nomination process of the industry Subject Matters Experts submitted by the relevant industry association. Such data may include the following:</p> <ul style="list-style-type: none"> • Full name of the representative • Email address of the representative • Name of the organisation where the representative is employed • Name of the industry association that nominated them • Value stream and product team where the industry Subject Matter Expert is active.
9.	Time limit for keeping the data	<p>The information is published on the EMA corporate website until the mandate of the representative expires, as defined in the call for nomination. The information will be removed from the website within three months of the end of the calendar year during which the mandate expires.</p>
10.	Recipients of the data	<p>The data collected will be processed internally by staff within EMA responsible for publication on the website of the names and other personal details indicated above of the industry Subject Matter Experts. The corporate website is owned by EMA and is accessible to the public.</p>
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	<p>No</p>

12.	General description of security measures, where possible.	The Agency has put appropriate technical and organisational measures (security policies and procedures) in place to protect personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure or access. The Agency takes all necessary measures to ensure the maximum safety and security of personal data held both offline and online, in hardcopy and digital forms.
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:</p> <p>https://www.ema.europa.eu/en/about-us/legal/general-privacy-statement</p> <p>Here you may find the data protection notice regarding this specific data processing operation as well:</p> <p>EMA-TDT-006-DPN Industry Subject Matter Expert corporate website-Public-2023 (europa.eu)</p>