16 June 2026
European Medicines Agency
EMA/382933/2025

European Medicines Agency's Data Protection Notice

For the EMA scientific support groups under the quality, non-clinical, methodology, clinical and veterinary domains

The European Medicines Agency (hereafter the 'Agency' or 'EMA') processes your personal data in accordance with the Regulation (EU) 2018/1725 ('EUDPR' or 'the Regulation'). This Data protection notice explains the most essential details of the processing of personal data in the context of Domain Governance, (temporary) Operational Expert Groups ((t)OEGs), temporary Drafting Groups (tDGs) and European Specialised Expert Communities (ESECs)), herein referred to as "scientific support groups" or "SSGs", under the quality, non-clinical, methodology, clinical and veterinary domains.

Drafting groups are foreseen in the Committee for Medicinal Products for Human Use (CHMP) and Committee for Veterinary Medicinal Products (CVMP) rules of procedure[1], Articles 17 and 20, respectively.

The other expert groups were created following a review of the activities of the EMA Working Parties (WPs). High-level principles and key recommendations were adopted at the EMA's Management Board meeting of March 2021.[2] The outcome was the proposal for a new operational model with five domains, ensuring oversight, coordination and alignment of the activities with the Agency's priorities.

1. Who is responsible for processing your data?

1.1. Who is the data controller?

The European Medicines Agency ("EMA") is ultimately responsible to comply with your data protection rights and freedoms. On behalf of the Agency, the Head of Human Medicines Division and the Head of Veterinary Medicines Division are appointed as 'Internal Controller' for their respective area and jointly for the groups that pertain to both.

[1] See: https://www.ema.europa.eu/en/documents/other/chmp-rules-procedure_en.pdf and https://www.ema.europa.eu/en/documents/regulatory-procedural-guideline/cvmp-rules-procedure-according-regulation-eu-20196_en.pdf
[2] https://www.ema.europa.eu/en/documents/minutes/minutes-111th-meeting-management-board-11-march-2021_en.pdf

Official address Domenico Scarlattilaan 6 ● 1083 HS Amsterdam ● The Netherlands
Address for visits and deliveries Refer to www.ema.europa.eu/how-to-find-us
Send us a question Go to www.ema.europa.eu/contact **Telephone** +31 (0)88 781 6000 An agency of the European Union

You may contact the Internal Controllers via the following email addresses:

datacontroller.HumanMedicines@ema.europa.eu

datacontroller.veterinary@ema.europa.eu

1.2. Who is the data processor?

The Agency may engage third parties to process data on behalf of the Agency and, in particular, to:

Processor	Purpose
Microsoft Ireland Operations Limited[3] One Microsoft Place, South County Business Park, Leopardstown, Dublin 18 D18 P521, Ireland Telephone: +353 (1) 706-3117	To provide an online teleconferencing platform to conduct the meetings (MS Teams). To exchange information and store contact lists to facilitate communication.
OpenText 15 Zuidtoren, Hoofddorp, 2132LS, Netherlands DPO@opentext.com	Document repository and storage of contact lists to facilitate communication.
Cisco Systems, Inc[4] Haarlerbergweg 13-19, 1101 CH Amsterdam, Netherlands privacy@cisco.com	To provide an online teleconferencing platform to conduct the meetings (Cisco Webex).
ServiceNow[5] Luchthaven Nationaal 1K Zaventem Brussels 1930 **Axianseu Digital Solutions S.A.** Edificio Atlantis, Av.Dom João II, 44C, Piso 5, 1990-095 Lisbon **Deloitte Consulting & Advisory BV** Gateway Building, Luchthaven Brussel Nationaal 1 J, 1930 Zaventem, Belgium	To provide a platform and manage service or incident requests (Help Desk).

[3] For more information on how EMA processes your personal data when using Microsoft 365, please see: https://www.ema.europa.eu/en/documents/other/european-medicines-agencys-data-protection-notice-use-microsoft-applications-onedrive-outlook-365-teams-sharepoint_en.pdf

[4] For more information on how EMA processes personal data when using Cisco Webex, please see: https://www.ema.europa.eu/en/documents/other/european-medicines-agencys-data-protection-notice-cisco-webex-meetings-webex-events-participants_en.pdf

[5] For more information on how EMA processes your personal data in the context of the Help Desk, please see: https://www.ema.europa.eu/en/documents/other/european-medicines-agencys-data-protection-notice-ema-help-desk_en.pdf

2. Purpose of this data processing

The purpose of this data processing activity is the provision of the technical and organisational support for the conduct of domain governance and SSG tasks and meetings. The latter are an assistive function to scientific committees and/or WPs. This includes:

- Creating a list of experts from the SSGs with information on their relevant expertise and contact information. The purpose of these lists is to facilitate the internal sharing of these lists between experts for the performance of Agency's tasks, including secretariat tasks, as well as facilitating communication between domain/SSG members /regular experts. This includes making the data available in the Managing Meeting Documents (MMD) system or Sharepoint as applicable for the use by all domain/SSG members.
- For the conduct of meetings or events[6]:
    - handling invitations and participation; reporting on the meeting and meeting follow-ups, such as sharing presentations among participants and additional information
    - to allow for online audio-video connection to the meeting.
    - when asking questions or making comments, participants can either use video and/or audio or send their questions using the chat/Q&A function.

2.1. Personal data concerned

- In this processing operation we process data collected either directly from you when nominated by EMA, from the relevant EMA scientific committee member in case of nomination by such committee, or from the Experts Management Tool (EMT)[7] when you are an already registered expert at the time of nomination. For the purposes of maintaining a contact list of SSGs experts:
    - First and last name(s);
    - Area(s) of expertise
    - Areas of interest within an ESEC (i.e. Special Interest Areas (SIAs))
    - Professional contact details: address, telephone number and email address;
    - Emergency 24 Hour Fax Number, if provided;
    - Emergency 24 Hour Telephone Number, if provided;
    - Mobile Number, if available;
    - Personal Title, if provided;
    - Position Title, if provided.

[6] For more information on how EMA processes your personal data in meetings and events, please see European Medicines Agency privacy statement For the organisation of meetings and events.
[7] [2] For more information, please see EMA's Privacy Statement for the EMA individual experts stakeholder database Privacy Statement for the EMA individual experts stakeholder database, available here.

- In case of meetings or events:
    - Host registration information, e.g. name, professional email address.
    - User generated information, e.g. comments posted on the meeting chat, questions/answers submitted on a Q&A (i.e. Microsoft Teams)
    - Information regarding participation in the meetings
    - Analytics data, e.g. IP address, user agent identifier, hardware type, operation system type and version, meeting session information, call attendee information (including email address username, phone number), etc.
    - Comments reflecting a member's views on a topic if the participant expresses their wish for it to be reflected on the minutes.

2.2. Legal basis of the processing

The processing of personal data in the context of EMA SSGs under the quality, non-clinical, methodology, clinical and veterinary domains is necessary for the performance of the Agency tasks carried out in the public interest (i.e. Article 5(1)(a) of the EUDPR), as required by Regulation (EC) 726/2004[8], Directive 2001/83/EC[9] and Regulation (EU) 2019/6[10].

Drafting groups are foreseen in the Committee for Medicinal Products for Human Use (CHMP) and Committee for Veterinary Medicinal Products (CVMP) rules of procedure[11], Articles 17 and 20, respectively.

The other expert groups were created following a review of the activities of the EMA Working Parties (WPs). High-level principles and key recommendations were adopted at the EMA's Management Board meeting of March 2021. The outcome was the proposal for a new operational model with five domains, ensuring oversight, coordination and alignment of the activities with the Agency's priorities.

In this regard, please note that you have the **right to object** against the processing as explained in Section 5 below.

2.3. Transfer of personal data outside of EU

Experts from regulatory authorities and international organisations of third countries may participate in meetings for the purpose of international cooperation in the area of public and animal health and safety, efficacy, and quality of medicines. In this context, personal data may be occasionally

[8] Regulation (EC) No 726/2004 of the European Parliament and of the Council of 31 March 2004 laying down Union procedures for the authorisation and supervision of medicinal products for human use and establishing a European Medicines Agency, available here: https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A02004R0726-20220128
[9] Directive 2001/83/EC of the European Parliament and of the Council of 6 November 2001 on the Community code relating to medicinal products for human use, available here: https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A02001L0083-20250101
[10] Regulation (EU) 2019/6 of the European Parliament and of the Council of 11 December 2018 on veterinary medicinal products and repealing Directive 2001/82/EC, available here: https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A02019R0006-20220128
[11] See: https://www.ema.europa.eu/en/documents/other/chmp-rules-procedure_en.pdf and https://www.ema.europa.eu/en/documents/regulatory-procedural-guideline/cvmp-rules-procedure-according-regulation-eu-20196_en.pdf

transferred on the basis of a derogation, namely Article 50(1)(d), i.e., the transfer is necessary for important reasons of public interest.

3. How long do we keep your data?

- For the contact lists, your data will remain active in the list as long as you are an expert of the respective EMA domain governance/SSG group.
- In the case of meetings/events, as applicable:
    - For the personal data processed by the teleconferencing platforms when participating in the meetings, please consult the dedicated DPN for Microsoft Teams and Cisco Webex.
    - Meeting minutes and the personal data contained therein are kept in accordance with EMA's retention policy.

4. Who has access to your information and to whom is it disclosed?

The data collected will be processed internally by staff within the EMA Division responsible for the domain governances and SSGs, as well as:

- Since the nominees will have to be included in the Agency's Expert Management Tool as part of the nomination process, both their CV and declaration of interest will already be publicly available through that tool. Once appointed as member, the name of the member concerned may be published as part of the full membership composition on the EMA website.
- The contact list will be visible to EMA staff, appointed members and subject-matter experts as applicable who have been granted access to MMD/Sharepoint on a need-to-know basis.
- For meetings information technology staff responsible for facilitating the online teleconferencing platform.

Under certain conditions outlined in law, personal data may be disclosed to third parties, (such as the European Anti-Fraud Office, the Court of Auditors, the European Ombudsman, the Court of Justice of the EU, the European Data Protection Supervisor) if necessary and proportionate for lawful, specific purposes in accordance with European Union law.

5. Your data protection rights

As data subject (i.e. the individual whose personal data is processed), you have a number of rights:

- **Right to be informed** – This Data Protection Notice provides information on how EMA collects and uses your personal data. Requests for other information regarding the processing may also be directed to the Internal Controller.

- **Right to access** – You have the right to access your personal data. You have the right to request and obtain a copy of the personal data processed by EMA.
- **Right to rectification** – You have the right to obtain - without undue delay - the rectification or completion of your personal data if it is incorrect or incomplete.
- **Right to erasure** – You have the right to require EMA to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing. In certain cases your data may be kept to the extent it is necessary, for example, to comply with a legal obligation of the Agency or if it is necessary for reasons of public interest in the area of public health.
- **Right to restrict processing** – In a few, codified cases, you have the right to obtain the restriction of the processing, meaning that your data will only be stored, but not actively processed for a limited period of time. For more information about this right and its limitations, see the EMA General Privacy Statement, hosted at www.ema.europa.eu/en/about-us/legal/privacy-statement.
- **Right to object** – You have the right to object at any time to this processing on grounds related to your particular situation. If you do so, EMA may only continue processing your personal data if it demonstrates overriding legitimate grounds to do so or if this is necessary for the establishment, exercise or defence of legal claims.

The rights of the data subject can be exercised in accordance with the provisions of Regulation (EU) 2018/1725. For anything that is not specifically provided for in this Data Protection Notice, please refer to the contents of the general EMA Privacy Statement: www.ema.europa.eu/en/about-us/legal/privacy-statement

6. Recourse

In case you have any questions regarding the processing of your personal data, or you think that the processing is unlawful, or it is not in compliance with this Data Protection Notice or the general EMA Privacy Statement, please contact:

Internal Controller at the Internal Controller at datacontroller.HumanMedicines@ema.europa.eu and/or datacontroller.veterinary@ema.europa.eu

EMA Data Protection Officer at dataprotection@ema.europa.eu.

Address	Postal Address	EMA Switch Board
European Medicines Agency Domenico Scarlattilaan 6 1083 HS Amsterdam The Netherlands	European Medicines Agency PO Box 71010 1008 BA Amsterdam The Netherlands	+31 (0)88 781 6000

You also have the right to lodge a complaint with the **European Data Protection Supervisor (EDPS)** at any time at the following address:

- Email: edps@edps.europa.eu
- Website: www.edps.europa.eu
- Further contact information: www.edps.europa.eu/about-edps/contact_en