



10 March 2026
EMA/59133/2026

Records of data processing activity for Women Leadership Development and Mentoring Activities (Public)

1.	Last update of this record, version number:	10 March 2026, Version 1		
2.	Reference number:	EMA-A-075		
3.	Name and contact details of controller:	European Medicines Agency Internally: 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 processors (where applicable)	Processor	Activity	Contact Details
		SAP Belgium – Systems, Applications and Products N.V./S.A.	Operation and Maintenance of EMA’s Human Resource Information System (HRIS)	Hermeslaan 9, 1831 Diegem-Belgium Privacy@sap.com
		Microsoft Ireland Operations Limited	Microsoft Azure Cloud and MS 365 services and applications to support EMA’s administrative tasks	One Microsoft Place, South County Business Park, Carmanhall and Leopardstown, D18 P521, Dublin-Ireland https://www.microsoft.com/en-us/concern/privacyrequest-msa



		<p>SHL Nederland B.V.</p>	<p>Organisation and delivery of training, learning or coaching activities, including enrolment and presence management, testing, use of psychotechnics tools, information, and mail delivery such as course material</p>	<p>Central Park Stadsplateau 29, 3521 AZ, Utrecht-The Netherlands dpo@shl.com</p>
		<p>The Greenhouse Group</p>	<p>Services in the field of leadership and management skills development, specifically in learning and development, for the staff of the EU institutions, offices, other bodies and agencies.</p>	<p>Rue de la Montagne/Bergstraat 54-56, 1000, Brussels-Belgium gdpr@greenhouse-group.com</p>
		<p>ICG- Innotiimi SPRL</p>	<p>Organisation and delivery of training, learning or coaching activities, including enrolment and presence management, testing, use of psychotechnics tools, information, and mail</p>	<p>Avenue du Derby/Derbylaan 53, 1050, Brussels-Belgium Office@integratedconsulting.at</p>

			delivery (course material, etc.)	
7.	Purpose of the processing	<p>To support the advancement of women's leadership across EUIBAs, specifically concerning the roles of temporary agents and contract agents. This EU interagency programme encompasses practical learning opportunities, self-reflection exercises, and long-term career development support. It forms part of the Women's Support Network at EMA and within the EU Agencies Network (EUAN), under the management of the Shared Support Office of the EUAN¹. The scope of activities includes, but is not limited to:</p> <ul style="list-style-type: none"> • Skills and leadership assessments (which may include the use of psychometric tools); • Learning and training through masterclasses; • Coaching; • Mentoring; • Enrolment and presence management; • Information, and other documentation through mail delivery (such as course material) and • Networking events. 		
8.	Description of categories of persons whose data EMA processes and list of data categories	<p>Staff members, i.e. Temporary Agents and Contract Agents. When submitting a request to participate in this programme, or when registering to be a mentor. Such data may include the following:</p> <ul style="list-style-type: none"> • Staff member's name and surname; • Gender; • Organisational entity and role; • E-mail address; • Area of expertise; • Availability for the programme; <p>Other personal data provided voluntarily to describe individual circumstances, as part of the process of determining eligibility.</p>		

¹ EU Agencies Network (link available [here](#))

9.	Time limit for keeping the data	File	Retention Period
		Information to participate in this programme, or when registering to be a mentor	Until the end of the programme, or until a participant requests deletion of personal data
10.	Recipients of the data	The data collected will be processed internally by dedicated staff from the Agency, as well as the relevant staff from Agencies involved in the initiative. Data may be shared also with the Shared Support Office (SSO) of the EUAN. The European Commission, as manager of the EU Survey tool has access to the data from the surveys ² .	
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.	The Agency has appropriate technical and organisational measures in place, including organisational policies, to safeguard the security of personal data and ensure the confidentiality, integrity and availability of the relevant systems, services and the personal data processed within them. In particular, electronic copies can be accessed only by the dedicated EMA staff members handling the programme, through their personal password.	
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	<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/data-protection-privacy-ema</p> <p>Here you may find the data protection notice regarding this specific data processing operation:</p> <p>EMA-A-075-DPN-Women Leadership Development</p>	

² [EU Survey privacy statement](#)