



EMA/460875/2019

## Record of data processing activity for organisation of meetings and events (public)

1.	Last update of this record, version number:	16/12/2019, version 1
2.	Reference number:	S3
3.	Name and contact details of controller:	European Medicines Agency (EMA)  Internally the Head of the Division organising the meeting/event is appointed as a 'Data Controller' to ensure the lawful conduct of this processing operation.  Controller: S-DataController@ema.europa.eu
4.	Name and contact details of DPO:	dataprotection@ema.europa.eu
5.	Name and contact details of joint controller (where applicable)	Not applicable
6.	Name and contact details of processor (where applicable)	The name and contact details of data processors are stated in the invitation letter or meeting announcement.  The Agency may engage third parties to provide meeting support services in relation to a particular event (e.g. travel agent, external meeting organiser).
7.	Purpose of the processing	The purpose of the data processing activity is the organisation and management of meetings and events in the context of the performance of the Agency's tasks, including: <ul style="list-style-type: none"><li>• management of the lists of invitations and participants;</li><li>• maintenance of the lists of contact details and mailing lists;</li><li>• management of access control in accordance with EMA's security policy;</li><li>• management required for the organisation of hotel and travel arrangements;</li></ul>

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		<ul style="list-style-type: none"> <li>• reimbursement of hotel and travel expenses;</li> <li>• distribution of information, reports, publications and other meeting documents among invitees and participants;</li> <li>• arrangement of follow-up meetings and actions;</li> <li>• sharing meeting content (e.g. audiovisual recording or live streaming) via communication channels (e.g. social media and websites).</li> </ul>
8.	Description of categories of persons whose data EMA processes and list of data categories	<p><b>Categories of persons concerned:</b> participants of events and meetings organised by EMA, such as:</p> <ul style="list-style-type: none"> <li>• members of EMA Scientific Committees, working parties and scientific advisory groups;</li> <li>• patient/consumer representative or carer, healthcare professional, academic, pharmaceutical industry representatives,</li> </ul> <p><b>Categories of data which may be processed:</b></p> <ul style="list-style-type: none"> <li>• Participants' first name and surname, gender (for the purpose of using the right title), profession, organisation represented, postal and e-mail address, phone number;</li> <li>• ID or passport number, date of birth (for the purpose of access control in accordance with EMA's security policy; travel booking);</li> <li>• Information on participants' transport costs, bank account details (for the purpose of reimbursement of the expenses related to the participation to the meeting/event whenever this possibility applies to the particular participant);</li> <li>• Information about mobility issues and dietary requirements;</li> <li>• Audio/visual recording or live streaming of speakers and participants.</li> </ul>
9.	Time limit for keeping the data	<p>To provide an audit trail on transactions executed by EMA, the Agency will retain personal data required for any financial transactions (e.g. reimbursement of travel and expenses) for a maximum of 10 years after the last transactions.</p> <p>Other personal data will be held in EMA's database for a predefined period from the date the meeting is held: 2 years for public hearings and 5 years for other meetings/events. Information regarding mobility issues and dietary requirements will be deleted after the event is closed and such data is no longer necessary for organisational purposes.</p> <p>Nevertheless, recognition of participation in the meeting (e.g. entry in list of participants, audio/visual recording where applicable) will be retained as part of the records on the</p>

		<p>activities carried out within the Agency's sphere of responsibility.</p> <p>All data retained by third parties authorised to act on behalf of the Agency (e.g. relevant to the organisation of accommodation and travel arrangements) will automatically be destroyed by these third party service providers when the contract between the Agency and the third party expires or after 5 years whichever comes first.</p>
10.	Recipients of the data	<p>The data collected will be processed internally by staff within the EMA Division responsible for meeting organisation, by dedicated staff within the meeting support services. Where applicable, the data will be processed by authorised staff of third parties authorised to act on behalf of the Agency (e.g. travel agent, external meeting organiser).</p> <p>The list of meeting participants (names and organisation represented) may be disclosed to NCAs, EU institutions, organisations of patients and healthcare professionals.</p> <p>Meeting documents (such as the list of participants, agenda, presentations and minutes or meeting report) may be published on the EMA corporate website.</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>Meeting documents (such as the list of participants, agenda, presentations and minutes or meeting report) may be shared with regulatory authorities and international organisations of third countries based on mutual cooperation agreements or confidentiality arrangements and in accordance with Regulation (EU) 2018/1725.</p>
12.	General description of security measures, where possible.	<p>The Agency has put in place appropriate technical and organisational measures (security policies and procedures) to protect personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.</p> <p>The Agency takes all the necessary measures to ensure the maximum safety and security of personal data held both offline and online, in a hardcopy and digital form.</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:</p> <p><a href="https://www.ema.europa.eu/en/about-us/legal/general-privacy-statement">https://www.ema.europa.eu/en/about-us/legal/general-privacy-statement</a></p> <p>Here you may find the EMA General Privacy Statement as well as the privacy statements on specific data processing operations.</p>