



10 March 2022
EMA/123714/2022

Records of data processing activity (public) For the processing of the contact points of scientific committees (CXMP) members/alternates' for internal use by the same committees

1.	Last update of this record, version number:	10 March 2022
2.	Reference number:	H06 (for Human Medicines Division) and V02 (for Veterinary Medicines Division)
3.	Name and contact details of controller:	European Medicines Agency Internally: <ul style="list-style-type: none">• Head of Human Medicines Division for the human led committee and the CMDh (contact: datacontroller.HumanMedicines@ema.europa.eu)• Veterinary Medicines Division for the veterinary led committee and CMDv (contact: datacontroller.veterinary@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 the provision of a list of contact points of CXMP members/alternates for internal use by the same scientific committees for the performance of the Agency's tasks, including:



		<ul style="list-style-type: none"> • Providing a secretariat to scientific committees; • Facilitating communication between scientific committee members/alternates.
8.	Description of categories of persons whose data EMA processes and list of data categories	<p>In this processing operation, such data may include one or more of the following:</p> <ol style="list-style-type: none"> a) First and last name; b) Work contact details: address, telephone number and email address; c) Emergency 24 Hour Fax Number, if available; d) Emergency 24 Hour Telephone Number, if available; e) Mobile Number, if available; f) Personal Title, if available; g) Position Title, if available. <p>Besides the contact details of CXMP members/alternates, the list may also contain contact details of other regular CXMP attendees (e.g. Working Party chairs).</p> <p>Making the data elements listed in points c)-g) above available in MMD is optional.</p>
9.	Time limit for keeping the data	Your data will remain in the list as long as you are a member/alternate of the scientific committees or if you are a regular CXMP attendee. Your data will be removed from the list upon your resignation from this role.
10.	Recipients of the data	The data will be visible to EMA staff and to staff of EU national competent authorities (NCAs), who have been granted access to MMD on a need to know basis.
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.	Access to MMD is granted only to restricted users and it is regulated by username and password.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where	<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>

	applicable), see the privacy statement:	https://www.ema.europa.eu/en/documents/other/european-medicines-agencys-data-protection-notice-processing-contact-points-scientific-committees/alternates-internal-use-same-committees_en.pdf
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