



Record of processing activity

Directory & Meetings (contact details) organised by the Prudential Regulation and Supervisory Policy Department

Record of EBA activities processing personal data, based on Article 31 of Regulation (EU) 2018/1725 (EUDPR)

Nr	Item	Description
Part 1 - Article 31 Record (publicly available)		
1	Last update of this record	29/11/2021
2	Reference number	EBA/DPR/2021/19
3	Name and contact details of controller	<p>Controller: European Banking Authority, Tour Europlaza, 20 avenue André Prothin, CS 30154, 92927 Paris La Défense CEDEX, France</p> <p>Contact: ExecutiveOffice@eba.europa.eu</p> <p>A contact address is to be provided for the respective policy committees, groups, subgroups, task forces and similar bodies, normally a functional email address: PRSPDataProtection@eba.europa.eu</p>
4	Name and contact details of DPO	dpo@eba.europa.eu
5	Name and contact details of joint controller (where applicable)	Not applicable
6	Name and contact details of processor (where applicable)	Not applicable
7	Short description and purpose of the processing	To keep contact lists in order to communicate with and distribute documentation to members and alternates of policy committees, groups, subgroups, task forces and similar bodies organised by the Prudential Regulation and Supervisory Policy Department (PRSP Dept). Such lists contain names, email addresses, and at times telephone numbers, designation/title of members and alternates mainly at national competent authorities and other EU institutions and bodies, and are kept for administrative reasons to facilitate communication and distribution of related documents.

Nr	Item	Description
		Registrations for meetings are normally conducted via the EBA Extranet.
8	Description of categories of persons whose data the EDPS processes and list of data categories	<p>The following data of those people who are members or alternates of the policy committees, groups, subgroups, task forces and similar bodies is processed:</p> <p>Name and surname</p> <p>National competent authority/EU institution or body name</p> <p>Work email</p> <p>Work telephone number (occasionally)</p> <p>Designation/Title (occasionally)</p>
9	Time limit for keeping the data	<p>The data is kept for as long as is necessary for the proper functioning of the work of the policy committees, groups, subgroups, task forces and similar bodies. The data contained in the contact lists are regularly reviewed (every six/twelve months). On that occasion, the list of participants to the meeting is also assessed whether there remains a need-to-know basis to keep them or not as for follow-up of the meeting within the next 6/12 months. In the negative, the data are deleted. As soon as the EBA is notified about the changes of the position or personal details of a person, the data in the list are updated, or if no longer necessary, deleted. The email providing this information is kept, until the next verification exercise takes place (once/twice a year)The data is deleted once members and alternates inform the EBA in writing that they no longer form part of the respective policy committees, groups, subgroups, task forces and similar bodies. Inactive emails will be deleted.</p>
10	Recipients of the data	PRSP Dept staff who work on the respective policy committees, groups, subgroups, task forces and similar bodies. This includes the administrative staff, policy experts, and managers.
11	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
12	General description of security measures, where possible	<p>The data is kept by the relevant administrative staff/relevant policy experts. Data will be processed and stored in the EBA secure IT environment, with restricted access only on the need-to-know basis. Data collected will be protected to a level that is appropriate to its sensitivity and will be accessible exclusively to authorized staff.</p>
13	For more information, including how to exercise your rights to access, rectification, object and	The privacy notice available in the extranet page and/or sent by email to the data subject.

Nr	Item	Description
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		data portability (where applicable), see the data protection notice:
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