



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 008 EASA meetings and events
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Nr.	Item	Explanation
<b>Event registration through the EASA webshop</b>		
1.	Last update of this record	12.03.2019
2.	Reference number	008
<b>Part 1 - Article 31 Record</b>		
3.	Name and contact details of controller	Controller: European Union Aviation Safety Agency, Konrad-Adenauer-Ufer 3, 50668 Cologne, Germany Contact: Head of Communication Department events@easa.europa.eu
4.	Name and contact details of DPO	<a href="mailto:dpo@easa.europa.eu">dpo@easa.europa.eu</a>
5.	Name and contact details of joint controller (where applicable)	n/a
6.	Name and contact details of processor (where applicable)	doo GmbH Address: Hultschiner Strasse 8, 81677 Munchen E-mail: <a href="mailto:feedback@doo.net">feedback@doo.net</a> ; Website: <a href="https://doo.net/en/data-protection.html">https://doo.net/en/data-protection.html</a>
7.	Purpose of the processing	<p>The purpose of the personal data processing is the organisation and management of EASA meetings and events, including the management of contact lists, invitations and participants as well as creating statistical data for internal reporting and formal deliverables.</p> <p>For registration purposes for events organised by EASA, EASA uses (when possible) the doo GmbH platform (“online registration platform”) When registering for EASA events and meetings through the online registration platform the EASA event organizer is able to retrieve participants’ details allowing the organizer to perform the necessary tasks as required to support the event organisation.</p>
8.	Description of categories of persons whose data EASA processes and list of data categories	Category of person: Event participants/conference attendees.  Personal data processed:



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		<ul style="list-style-type: none"><li>• Identification data necessary for the organisation and management of the meeting or event, such as the name, profession, organisation, country, title, contact details, including the postal address, e-mail and phone number, CV, photo, of participants and speakers. For most of the meetings and events organised by EASA, the attendance list with the names and affiliation details may be distributed to all participants.</li><li>• Participants may also want to indicate interests in EASA activities, dietary requirements.</li><li>• In case it will be necessary for the organisation of the travelling arrangement and/or for requests of visa, EASA might also request details concerning the passport number and a copy of the passport.</li><li>• EASA may organize photo shoots, live web streaming and video or audio recording and spread information including photos on the EASA website and /or by means of EASA's corporate social media accounts such as Twitter or Facebook. EASA will as possible arrange for an opt-out facility for meeting participants who prefer not be visible/shown;</li><li>• EASA may publish on its website data like: pictures, professional background and contact details of the speakers at conferences or events that it organises. The data subject has the possibility to opt out by contacting the meeting organiser;</li><li>• In addition, EASA may publish the presentations given during a certain conference on the website of EASA. EASA will as possible arrange for an opt-out facility for speakers who prefer their images are not recorded and/or who prefer their presentation is not published. Speakers can contact the event organiser who will accommodate their needs;</li><li>• Information about the arrangements for travelling &amp; accommodation and banking information, in order to reimburse travel expenses or to pay allowances.</li></ul>
9.	Time limit for keeping the data	If participants request for the cancellation of their personal data, their data will be erased immediately. Collected personal data are recorded and stored as long as follow-up actions are needed in the context of the meeting or event concerned. For the purpose of contacting audiences in the future in the context of EASA's activities, EASA may retain personal data in a database, specifically designed for this purpose. If data subjects do not agree with this, they can contact the Controller by using the Contact Information in the online registration platform or in the invitation letter.



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10.	Recipients of the data	<p>EASA staff working within the Directorate or Department of EASA in charge of the organisation of the relevant meeting or event, EASA's contractors, EASA's travelling agency as concerns information on travelling arrangements and accommodation, without prejudice to a possible transfer to bodies in charge of a monitoring, auditing or inspection function in accordance with European Union legislation.</p> <p>Attendance lists, presentations and pictures as well as any web streaming and/or audio/video recording may be made available on the website of EASA and/or on social media and may be also distributed to all participants.</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>In the case of EASA events organised outside the EU in the framework of International Cooperation programmes, personal data may be transferred to directly involved National Authorities and International Organisations in order to support the organisation of the activity.</p>
12.	General description of security measures, where possible.	<p>All personal data are processed only by designated EASA administrators or agents and stored on servers which abide by the EASA's security rules and standards.</p> <p>Participants' data may be shared with service providers and/or external contractors and organisers only for institutional purposes pertaining to the organisation of the conference or event and provided they have in place comparable safeguards for the protection of personal data and privacy.</p> <p>The list of participants may be transmitted to law enforcement authorities only upon their specific request justified only by security reasons pertaining to the conference, without any comments or revisions, and only after authorisation of EASA Executive Director and Data Protection Officer.</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>Data subjects can exercise their right as stated in the Privacy statement.</p>