



## **PRIVACY NOTICE - Management Board**

The European Institute for Gender Equality (EIGE) hereby informs the members of the Management Board about the processing of their personal data. Processing complies with Regulation 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

### **Purpose for processing personal data**

EIGE collects the personal data of its Management Board members and other meeting participants to ensure lawfulness, transparency and the proper functioning of the agency in line with its activities. The data is processed to ensure accurate records and information related to the work of the Board in meetings.

### **Legal basis**

- I. EIGE's Establishment Regulation (EC) No 1922/2006;
- II. Regulation (EU) 2018/1725.

### **Lawfulness of processing**

Processing is necessary for the organisation and management of meetings where the data subject requests access to the boardroom. These actions are needed in the performance of the Agency's tasks, carried out in the public interest on the basis of the Treaties establishing the European Communities and in particular, the Regulation (EC) No 1922/2006, as well as Article 5 (1) (a), (b), (d) of the Regulation (EU) No 2018/1725.

### **Data categories**

Personal data collected and processed that will concern the members of Management Board and other meeting participants:

- |   |  |
|---|--|
| <ol style="list-style-type: none"><li>I. EIGE's Database:<ul style="list-style-type: none"><li>• Name (first name, surname);</li><li>• Professional activity;</li><li>• Contact details (email address, postal address, country of residence, telephone number, mobile telephone number, fax number).</li></ul></li><li>III. In meetings:<ul style="list-style-type: none"><li>• Audio recordings (for record keeping);</li><li>• Dietary requirements and/or specific access needs (where relevant).</li></ul></li></ol> | <ol style="list-style-type: none"><li>II. EIGE's website<sup>1</sup>:<ul style="list-style-type: none"><li>• Name (first name, surname);</li><li>• Short CV and Declaration of Interests.</li></ul></li><li>IV. Pictures and videos:<ul style="list-style-type: none"><li>• Image of person.</li></ul></li></ol> |
|---|--|

---

<sup>1</sup> Concerns only members of EIGE's Management Board.

## **Data Controller**

EIGE is the legal entity responsible for the processing of the personal data of the members of the Management Board. The Data Controller, who in this case is the Director, ensures proper implementation of the processing operations in relation to the activities of EIGE's executive body. The Data Processor for the Management Board are the members of the Management Board Secretariat, and primarily the Management Board Secretary.

## **Access and storage of the data**

Access to the personal data is restricted to EIGE staff members on a strict "need-to-know" basis and an external service provider (external processor) dealing with the organisation and management of participants in the specific meeting, and by dedicated staff providing technical support, security.

This is without prejudice to possible data transfers to EU bodies in charge of monitoring, auditing or inspection, in accordance with European Union legislation. Representatives of the European Anti-Fraud Office (OLAF), Internal Audit Service of the European Commission (IAS) and the European Court of Auditors (ECA) might be a recipient in such cases. Although, the personal data of the members or meeting participants will not be transferred to third countries or international organisations. EIGE has several technical and operational measures in place to protect personal data from unauthorised access, use or disclosure. EIGE stores its data on secure computer systems, limiting access to a specified group.

## **When processing starts**

For members of EIGE's Management Board, processing operations begin upon formal appointment and for others invited to Board meetings, upon invitation.

## **Retention policy**

Personal data is kept as long as follow-up actions to the meeting are necessary with regard to the purpose(s) of processing personal data, as well as for the meeting and its related management, but no longer than 1 year.

EIGE retains the participants' data collected for a meeting for as long as administrative needs linked to the mandate and activities of the agency require.

## **The specific rights of a 'data subject' are defined under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725<sup>2</sup>.**

Within this context, data subjects have the rights of access, rectification, right to erasure, to restriction of processing, of notification in case of rectification or erasure, or restriction of processing and right to data portability.

Data subjects are also entitled to have recourse at any time to the European Data Protection Supervisor: <http://www.edps.europa.eu>

## **Contact information**

EIGE's Data Protection Officer, email: [dpo@eige.europa.eu](mailto:dpo@eige.europa.eu)

Management Board Secretariat, email: [managementboard@eige.europa.eu](mailto:managementboard@eige.europa.eu)

---

<sup>2</sup> Regulation (EU) 2018/1725 <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1725>