PRIVACY NOTICE - Management Board

The European Institute for Gender Equality (EIGE) informs Management Board members about processing of their personal data in compliance 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 of processing of personal data
EIGE collects personal data to ensure the proper functioning of the Institute in line with the Institute’s activities: awareness raising and information updates in relation to EIGE’s Management Board; record keeping and for audit purposes; for general transparency purposes, for organisation of meetings of mentioned executive body.

Legal basis
I. Establishment Regulation of EIGE (EC) No 1922/2006;
II. Regulation (EU) 2018/1725: Article 5(a), (b), (c), (d), (e) and Recital 22: processing of personal data for the performance of tasks carried out in the public interest by the Union institutions and bodies includes the processing of personal data necessary for the management and functioning of those institutions and bodies.

Lawfulness of processing
Processing is necessary for the performance of a task carried out in the public interest and legal obligations on the basis of the Treaties establishing the European Communities and in particular the Establishment Regulation of EIGE (EC) No 1922/2006. The processing is lawful under Article 5(a) of the Regulation (EU) No 2018/1725.

Data categories
Personal data collected and further processed will concern the members of Management Board.

The personal data processed, in particular for:

I. EIGE’s Database:
   • Name (first name, surname);
   • Professional activity;
   • Contact details (e-mail address, postal address, country of residence, telephone number, mobile telephone number, fax number).

II. EIGE’s website:
   • Name (first name, surname);
   • Professional activity;
   • Short CV and Conflict of Interests Declaration.
III. Recordings of meeting dialogue:
• Oral contributions.

IV. Pictures and videos:
• Image of person.

Data Controller
EIGE is the legal entity responsible for the processing of members of Management Board personal data and determines the objectives of this processing activity. The Data Controller is primarily the Director who ensures the proper implementation of the processing operations in relation activities of EIGE’s executive body. Data Processor for the Management Board is the Management Board Secretariat.

Access and storage of the data
Recipients of personal data related to the activities and information of the Management Board members are Management Board Secretariat, other EIGE staff as needed, EIGE contractors involved in the organisation of the meetings and the general public. This is without prejudice to a possible transfer to bodies in charge of a monitoring, auditing or inspection in accordance with European Union legislation. Representatives of The European Anti-Fraud Office, Internal Audit Service and the European Court of Auditors can be recipients of data upon request and limited to what is necessary for official investigations or for audit purposes. EIGE has several security controls in place to protect data subject’s personal data from unauthorised access, use or disclosure. EIGE stores its data on computer systems with the limited access to a specified audience.

When processing starts
EIGE will start the processing operations when the member is appointed to the Management Board.

Retention policy
Certain data are stored and processed on EIGE’s website only during the mandate on the Management Board. EIGE keeps the subject’s data as long as administrative needs linked to the mandate and the activities of the Institute require it. Pictures and videos however are stored in EIGE’s galleries indefinitely.

The data subject has specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725

Right to access data – data subjects have the right to access data at any time by sending an email request to dpo@eige.europa.eu.

Right to rectify – data subjects have the right to rectify their data without delay of inaccurate or incomplete personal data.

Right to restrict – data subjects have the right to restrict the processing at any moment by sending an email request to dpo@eige.europa.eu; and the right to be informed before personal data are disclosed for the first time to third parties or before they are used on
their behalf for the purposes of direct marketing, and to be expressly offered the right to object free of charge to such disclosure or use.

**Right to erasure** – as long as the reply to the request for access to documents has not yet been issued, data subjects have the right to obtain from the controller the erasure of data if their processing is unlawful by sending an e-mail to dpo@eige.europa.eu.

If the data subjects have any queries concerning the processing of their personal data, they may address them to the Data Protection Officer or to the Data Processor of EIGE by contacting information at dpo@eige.europa.eu.

**Other rights** – Where applicable, you also have the right to object to the processing or the right to data portability. You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5 (1)(a) on legitimate compelling grounds by sending an e-mail to dpo@eige.europa.eu.

Data subjects are also entitled to have recourse at any time to the European Data Protection Supervisor:
Website: [http://www.edps.europa.eu](http://www.edps.europa.eu)
Email: edps@edps.europa.eu

**Contact information:**
Data Protection Officer of EIGE, e-mail: dpo@eige.europa.eu.
Management Board Secretariat, e-mail: managementboard@eige.europa.eu.