

I. RECORD OF PERSONAL DATA PROCESSING OPERATION (Article 31 of Regulation (EU) No. 2018/1725)

1.	Name of the processing operation	Virtual Communities
2.	Reference number/Issue	ETF-DPR-02/Issue 2
3.	Date	15/10/2021
4.	Business owner	Xavier Matheu de Cortada Head of Knowledge Hub Department Xavier.Matheu-de-Cortada@etf.europa.eu
5.	Controller	Cesare Onestini Director of ETF Cesare.onestini@etf.europa.eu
6.	Joint controller(s)	Not applicable
7.	Processor(s)	Not applicable
8.	Data protection officer	Tiziana Ciccarone / Laurens Rijken DataProtectionOfficer@etf.europa.eu
9.	Purpose of the processing	To enable the organisation to contact persons with whom it has professional relations in the context of its business activities. In particular, invitation to events and virtual communities and to exchange knowledge and facilitate networking among the Communities' members
10.	Legal basis for the processing	Regulation No. 1339/2008 establishing the European Training Foundation (Recast), Article 2
11.	Categories of data subjects	Communities' members, including ETF staff and externals
12.	Categories of personal data	Name, job title, telephone-fax number(s), fax, email address, working place, organisation, address and gender
13.	Time limits for keeping of data	Data are kept for two years from the last registered access
14.	Categories of ETF recipients of data	ETF staff who are members and/or administrators of the Communities
15.	Categories of external recipients of data	External members of the Communities
16.	Transfers of data to third country or international organisation	Not applicable
17.	Technical and organisational security measures	Access to Communities and any right of modification of its own data is limited to members only via user authentication (ID and password).
18.	Information to the data subject	Provided in the privacy statement

II. COMPLIANCE CHECK AND RISK SCREENING OF PERSONAL DATA PROCESSING OPERATION (Article 26 and 39 of Regulation (EU) No. 2018/1725)

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A. Compliance check

19.	<p>Lawfulness (Legal basis and necessity for processing, point 10)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Necessary for performance of tasks in the public interest attributed by EU or MS legislation <input type="checkbox"/> Necessary for the management and functioning of the organisation <input type="checkbox"/> Necessary for compliance with legal obligation incumbent on controller <input type="checkbox"/> Necessary for performance of a contract to which the data subject is party <input type="checkbox"/> The data subject has given consent <input type="checkbox"/> Necessary in order to protect the vital interests of the data subject or of another natural person 	
20.	<p>Purpose definition (Point 9)</p> <ul style="list-style-type: none"> • Do you list all purposes? • Are the purposes specified, explicit, legitimate? • Where information is also processed for other purposes, are you sure that these are not incompatible with the initial purpose(s)? 	<ul style="list-style-type: none"> • Yes • Yes • Not applicable
21.	<p>Data minimisation (Point 12)</p> <ul style="list-style-type: none"> • Do you really need all data items you plan to collect? • Are there any you could do without? 	<ul style="list-style-type: none"> • Yes • No
22.	<p>Accuracy (Point 12)</p> <ul style="list-style-type: none"> • How do you ensure that the information you process about people is accurate? • How do you rectify inaccurate information? 	<ul style="list-style-type: none"> • Data is validated by the ETF Community Administrator and as applicable rectified • As the presence of an inaccurate information is signalled, a check is put in place and as applicable relevant rectification is made
23.	<p>Storage limitation (Point 13)</p> <ul style="list-style-type: none"> • Explain why you chose the storage period(s) mentioned • Are they limited according to the maximum or minimum “as long as necessary, as short as possible”? • In case you only need some information for 	<ul style="list-style-type: none"> • The storage period of two years is chosen as a reasonable indicator of lack of interest of the data subject • As short as possible • Not applicable

COMPLIANCE CHECK AND RISK SCREENING - Virtual Communities

	longer, can you split storage periods?	
24.	Transparency (Point 18) <ul style="list-style-type: none"> How do you tell people about your processing? If you do not want to inform people (or only inform them after the fact), consult your DPO 	<ul style="list-style-type: none"> With privacy statement within the Registration form. Not applicable.
25.	Data subjects rights (Point 18) <ul style="list-style-type: none"> Can people contact you if they want to know what you have about them, want to correct or delete the data, have it blocked or oppose to the processing? Could there be situations where you would want to refuse e.g. granting access? In case so please describe them 	<ul style="list-style-type: none"> Yes. Not applicable

B. Risk screening

26.	Does the processing involve any of the following? <ul style="list-style-type: none"> Data relating to health, (suspected) criminal offences or otherwise considered sensitive <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Evaluation, automated decision- making or profiling <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Monitoring data subjects <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No New technologies that may be considered intrusive <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Exclusion databases <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Large-scale processing of special categories of personal data (disease surveillance, pharmacovigilance, central databases for law-enforcement cooperation) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Internet traffic analysis breaking encryption <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Management of personal files <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Staff evaluation procedures <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Staff selection procedures <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Establishment of rights upon entry into service <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Access control systems <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Video surveillance <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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C. Conclusions

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27.	Business owner Xavier Matheu de Cortada Head of Knowledge Hub Department Conclusion No further action required		
	Data Protection Officer: Tiziana Ciccarone / Laurens Rijken Conclusion I confirm that no further action is required		
	Data Controller Cesare Onestini, Director of the ETF		