



European Research Council
Executive Agency

Established by the European Commission

RECORD OF PERSONAL DATA PROCESSING

Art. 31 of the REGULATION (EU) 2018/1725 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 October 2018 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 (henceforth the "Data protection regulation")

Record n°

DPO 47 - 2020

In accordance with Article 31 of the data protection regulation, individuals whose personal data are processed by the Executive Agency in any context whatsoever are to be protected with regard to the processing of personal data and the Executive Agency has to keep records of their processing operations.

This record covers two aspects:

1. Mandatory records under Art 31 of the data protection regulation (recommendation: make the header and part 1 publicly available)
2. Compliance check and risk screening (initial; part 2 is internal only to the Agency, not published)

The ground for the record is (tick the relevant one):

- Regularization of a data processing operation already carried out
- Record of a new data processing operation prior to its implementation
- Change of a data processing operation.
- Migration from notification to record

Management of media contacts

Management of media contacts		
1	Last update of this record if applicable	DPO 47 – 2020 [Ares(2014)84822]
2	Short description of the processing	The ERCEA processes the contact details of journalists and media professionals in order to inform them about the activities and the achievements of the ERC and in line with the mandate of the ERC and its communication strategy.
(This part may be public) Part 1 - Article 31 Record		
3	Function and contact details of the controller	Function: Head of Unit Unit : Communication, ERCEA.A.2. e-mail address: ERC-PRESS@ec.europa.eu

4	Contact details of the Data Protection Officer (DPO)	ERC-DATA-PROTECTION@ec.europa.eu
5	Name and contact details of joint controller (where applicable)	N/A
6	Name and contact details of processor (where applicable)	
7	Purpose of the processing	<p>The personal data of relevant data subjects (mainly journalists and media experts) is processed by ERCEA in order to fulfil its mandate and in line with its communication strategy.</p> <p>The processed personal data consists of the contact details collected through individual requests of the data subjects, which are sent through emails, received by ERC-PRESS@ec.europa.eu through direct emails to the media and communication staff in ERCEA A.2., via the contact form of ERCEA's website and professional contacts.</p> <p>In addition, when there are some important news to share that would be potentially interesting to specific category of media/journalists, ERCEA searches from public directories or relevant media outlets to identify the contact details of potentially interested journalist/editor, to whom ask their consent to receive the ERC press info.</p> <p>The data stored include the person's name, surname, company or organisation and email. It may include also his/her position, title, address, phone, and domains of interests if the data subject has provided these details.</p> <p>The personal data is not going to be further processed for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.</p>
8	Description of the categories of data subjects	<input type="checkbox"/> EA staff (Contractual and temporary staff in active position) <input type="checkbox"/> Visitors to the EA <input type="checkbox"/> Contractors providing goods or services <input type="checkbox"/> Applicants <input type="checkbox"/> Relatives of the data subject <input type="checkbox"/> Complainants, correspondents and enquirers <input type="checkbox"/> Witnesses

		<input type="checkbox"/> Beneficiaries <input type="checkbox"/> External experts <input type="checkbox"/> Contractors <input checked="" type="checkbox"/> Other, please specify: journalists and media_____
9	Description of personal data categories Indicate all the categories of personal data processed and specify which personal data are being processed for each category (between brackets under/next to each category):	<p><i>Categories of personal data:</i></p> <input type="checkbox"/> in the form of personal identification numbers <input type="checkbox"/> concerning the physical characteristics of persons as well as the image, voice or fingerprints <input type="checkbox"/> concerning the data subject's private sphere <input type="checkbox"/> concerning pay, allowances and bank accounts <input type="checkbox"/> concerning recruitment and contracts <input type="checkbox"/> concerning the data subject's family <input type="checkbox"/> concerning the data subject's career <input type="checkbox"/> concerning leave and absences <input type="checkbox"/> concerning missions and journeys <input type="checkbox"/> concerning social security and pensions <input type="checkbox"/> concerning expenses and medical benefits <input checked="" type="checkbox"/> concerning telephone numbers and communications <input checked="" type="checkbox"/> concerning names and addresses (including email addresses) <input checked="" type="checkbox"/> Other :please specify :_concerning work place, topics covered in journalists reporting
		<p><i>Categories of personal data processing likely to present <u>specific risks</u>:</i></p>
		<input type="checkbox"/> data relating to suspected offences, offences, criminal convictions or security measures
		<input type="checkbox"/> data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)
		<p><i>Categories of personal data whose processing is <u>prohibited</u>, with exceptions (art. 10 new Regulation):</i></p>
		<input type="checkbox"/> revealing racial or ethnic origin <input type="checkbox"/> revealing political opinions <input type="checkbox"/> revealing religious or philosophical beliefs <input type="checkbox"/> revealing trade-union membership <input type="checkbox"/> concerning health <input type="checkbox"/> genetic data, biometric data for the purpose of uniquely identifying a natural person <input type="checkbox"/> concerning sex life or sexual orientation <input type="checkbox"/>
		<p><i>Specify any additional data or explanatory information on</i></p>

10	Retention time (time limit for keeping the personal data)	<p><i>the data being processed, if any:</i></p> <p>We keep the email address and other above mentioned data as long as the data subject does not unsubscribe.</p> <p>Is any further processing for archiving purposes in the public interest, historical, statistical or scientific purposes envisaged? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no</p> <hr/>
11	Recipients of the data	<p>Who will have access to the data within the Agency or outside?</p> <p>On a need to know basis, members of the media team at Unit A.2., Press and Communication Advisor to the ERC President and A.2. Head of Unit. Members of media team who have access to ERC-PRESS@ec.europ.eu functional mailbox.</p> <p>Who will have access to the data outside the Agency?</p> <p>Nobody outside the Agency</p>
12	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	<p>No transfer of personal data to third countries or international organisation are envisaged.</p>
13	<u>General</u> description of the technical and organisational security measures	<p>The data are stored in a MS Excel file on share drive accessible to a limited number of staff in A.2: the media team, the Head of Unit and the communication adviser to the ERC President</p>
14	Information to data subjects/Data Protection Notice	<p>Data Protection Notice (DPN) is published in the ERC website.</p> <p>Emails sent to journalists and media contacts include information on how to unsubscribe. They retain complete ownership and control of their subscription at all times.</p>