



European Labour Authority

DATA PROTECTION OFFICER

RECORD OF PROCESSING OPERATIONS ON PERSONAL DATA

DPR-ELA-2022-0049: Specific trainings on ELA Capacity building

1 PART 1: PUBLIC - RECORD (ARTICLE 31¹)**1.1 GENERAL INFORMATION**

Record reference	DPR-ELA-2022-0049
Title of the processing operation	Specific trainings on ELA Capacity building
Controller entity	European Labour Authority, Cooperation Support Unit, Capacity Building Sector
Joint controllers	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> YES, fill in details below
Processor(s)	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> YES, fill in details below
Internal organisation(s)/entity(ies) Names and contact details	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> YES
External organisation(s)/entity(ies) Names and contact details	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> YES ICF Avenue Marnix 17, 1000 Brussels, Belgium Microsoft Ireland South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland Interprefy Zürich, Zurich, Switzerland The European Labour Authority's contractors are bound by a specific contractual clause for any processing operations of personal data on behalf of the European Labour Authority, and by the confidentiality obligations deriving from the General Data Protection Regulation.
Data Protection Officer Name and contact details	Laura NUNEZ BAREZ Landererova 12, 811 09 Bratislava I Slovakia Email: data-protection@ela.europa.eu
Corporate Record	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Language of the record	English

¹ Pursuant to **article 31** of the new data protection regulation for EU institutions and bodies (**Regulation (EU) 2018/1725**) each controller and processor have to maintain a **record of processing activities** under its responsibility that contains at least the information listed under that article.

1.2 PURPOSE AND DESCRIPTION OF THE PROCESSING

1.2.1 Purpose

The Cooperation Support Unit of the European Labour Authority (ELA) promotes specific trainings related to ELA's activities in order to strengthen cooperation and exchanges among EU Member States and ELA's interaction with national administrations.

In particular, the Capacity Building Unit operates as the Authority's training and learning hub aiming to achieve high levels of professionalism and depth of expertise in the Authority's workforce in road transport, labour administration and labour inspection, mediation and soft skills. It also reaches out to the broader community of stakeholders, labour mobility specialists, academia and society in general for organising activities on labour market dissemination and awareness.

Dealing with trainers/speakers/moderators will involve handling personal data.

Training and learning activities are organized by liaising with external and internal training providers and/or external organisations.

The trainers/speakers/moderators can be internal ELA staff members or external providers. Speakers from external service providers or organisations could be contacted to plan the specific objectives and description of the training sessions.

Activities can take place both inside and outside the Authority. The activities will be advertised by ELA. The training sessions may be recorded on video, edited and uploaded on ELA systems, and in the ELA Social Media.

Interpretation will be provided with the use of specific tools. Privacy Statement of these tools apply.

If the speaker is external (not ELA staff) he/she will sign a statement of authorization allowing to be recorded and the video uploaded on ELA systems. For the interpreters also a specific consent will be agreed in order to collect and process their voice and to be able to upload the recordings on ELA systems.

A satisfaction survey to obtain participants' views related to the speaker's performance will be distributed and a report with the speaker's performance will be created

1.2.2 Processing for further purposes

- Archiving in the public interest
- Scientific or historical research purposes
- Statistical purposes
- N/A

Safeguards in place to ensure data minimisation

- Pseudonymisation
- Any other, specify

1.2.3 Modes of processing

1. Automated processing (Article 24)
 - a. Computer/machine
 - i. automated individual decision-making , including profiling
 - ii. Online form/feedback
 - iii. Any other, specify

Interpretation will be provided with the use of Interprefy. Interprefy is a Swiss technology company that provides a cloud-based software platform for remote simultaneous interpreting for meetings, conferences and events

2. Manual processing
 - a. Word documents
 - b. Excel sheet
 - c. Any other, specify
3. Any other mode, specify

Description

The meetings take place online via MS Teams. Interpretation will be provided with the use of Interprefy. Privacy Statements of these tools apply.

1.2.4 Storage medium

1. Paper
2. Electronic
 - a. Digital (MS documents (Word, excel, Powerpoint), Adobe pdf, Audiovisual/multimedia assets, Image files (.JPEG, .PNG, etc.))
 - b. Databases
 - c. Servers
 - d. Cloud
3. External contractor premises
4. Others, specify

1.2.5 Comments on the processing of the data

ELA will create video recordings through MS Teams. The recording will be edited by the external contractor to remove personal data of participants other than European Commission or ELA Staff. The video recordings will be published on the internet (Youtube) in different language versions.

1.3 DATA SUBJECTS AND DATA CATEGORIES

1.3.1 Data subjects' categories

1. Internal to organisation	ELA Staff
2. External to organisation	Representatives of social partners External trainers/speakers/organisers or from other EU institutions Interpreters Participants

1.3.2 Data categories/fields

Indicate the categories of data that will be processed

- Name, Surname, title, name of organisation represented, e-mail address, Member state. Reports, PowerPoint presentations or relevant documentation used during meetings can be collected and shared with meeting participants.
- Specific consent for the trainers (when external to ELA) to be recorded/and interpreters related to their voice.
- Also live web streaming and/or audio and video recording of speakers and participants can be registered and published and/or shared in the framework of the ELA activities.
- In some cases, third party IT tools, including Social Media (to be specified in the Privacy Statement by the organiser).
- For digital events, the data protection records for the relevant tools and platforms apply.

Video of the workshop dedicated to the road transport of passengers of the speakers, organisers, interpreters (audio) and participants, will be recorded and published on the internet (i.e. ELA's YouTube

channel) and attention will be given to these recording through ELA's social media channels and PR materials. The video recordings will be edited before publication to ensure that personal data will not be published online.

Specific instructions will be provided at the beginning of the session in order to explain the data subjects the process of their personal data.

Some parts of the recording could be modified/cut out in order to avoid the processing of personal data that is not strictly needed (i.e. discussions, chat, sessions of Q&A).

1.3.2.1 Special categories of personal data

Indicate if the processing operation concerns any 'special categories of data' which fall(s) under Article 10(1), which shall be prohibited unless any of the reasons under article 10(2) applies:

Yes, the processing concerns the following special category(ies):

Data revealing

- racial or ethnic origin,
- political opinions,
- religious or philosophical beliefs,
- trade union membership,

Or/and,

- Genetic data, biometric data for the purpose of uniquely identifying a natural person,
- Data concerning health,
- Data concerning a natural person's sex life or sexual orientation.

N/A

Description:

N/A

1.3.2.2 Data related to 'criminal convictions and offences'

The data being processed contain sensitive data which fall(s) under Article 11 'criminal convictions and offences'	N/A <input checked="" type="checkbox"/> Yes <input type="checkbox"/>
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1.4 RETENTION PERIOD

Indicate the administrative time limit(s) for keeping the personal data per data category, and if known, specify the start/end date, or describe the specific start/end moment of each time limit:

Data category	Retention period
Data categories related to the participants	Will be kept for maximum one year after the workshop dedicated to the road transport of passengers before being deleted.
Training material (audiovisual material)	The edited versions without personal data from participants (only image of the trainers and audio of the interpreters) will remain published on the internet as long as it is still valid from an educational point of view.

1.5 RECIPIENTS

Origin of the recipients of the data	
1. <input checked="" type="checkbox"/> Within the EU organization	Staff of the Cooperation Support Unit, Cooperation and NLO's Office Sector
2. <input checked="" type="checkbox"/> Outside the EU organization	Staff of the external contractor

Categories of the data recipients
1. <input checked="" type="checkbox"/> A natural or legal person 2. <input type="checkbox"/> Public authority 3. <input type="checkbox"/> Agency 4. <input type="checkbox"/> Any other third party, specify

Description

The meeting/training will be recorded and will be available to the public in general.

All data categories will be available to ELA Staff of the Cooperation Support Unit, Cooperation and NLO's Office Sector, according to the 'need to know' basis.

1.6 INTERNATIONAL DATA TRANSFERS

Transfer to third countries or international organisations of personal data	
1. Transfer outside of the EU or EEA <input checked="" type="checkbox"/> N/A, transfers do not occur and are not planned to occur <input type="checkbox"/> YES,	
Country(ies) to which the data is transferred	
2. Transfer to international organisation(s) <input checked="" type="checkbox"/> N/A, transfers do not occur and are not planned to occur <input type="checkbox"/> Yes, specify further details about the transfer below	
Names of the international organisations to which the data is transferred	
3. Legal base for the data transfer <input type="checkbox"/> Transfer on the basis of the European Commission's adequacy decision (<i>Article 47</i>) <input type="checkbox"/> Transfer subject to appropriate safeguards (<i>Article 48.2 and .3</i>), specify: <ol style="list-style-type: none"> 2. (a) <input type="checkbox"/> A legally binding and enforceable instrument between public authorities or bodies. Standard data protection clauses, adopted by <ol style="list-style-type: none"> (b) <input type="checkbox"/> the Commission, or (c) <input type="checkbox"/> the European Data Protection Supervisor and approved by the Commission, pursuant to the examination procedure referred to in Article 96(2) . (d) <input type="checkbox"/> Binding corporate rules, <input type="checkbox"/> Codes of conduct , <input type="checkbox"/> Certification mechanism 	

pursuant to points (b), (e) and (f) of Article 46(2) of Regulation (EU) 2016/679, where the processor is not a Union institution or body.

3. Subject to the authorisation from the European Data Protection Supervisor:

- Contractual clauses between the controller or processor and the controller, processor or the recipient of the personal data in the third country or international organisation.
- Administrative arrangements between public authorities or bodies which include enforceable and effective data subject rights.

Transfer based on an **international agreement** (*Article 49*), specify

4. Derogations for specific situations (Article 50.1 (a) –(g))

N /A

Yes, derogation(s) for specific situations in accordance with article 50.1 (a) –(g) apply (ies).

In the absence of an adequacy decision , or of appropriate safeguards, transfer of personal data to a third country or an international organisation is based on the following condition(s):

- (a) The data subject has explicitly consented to the proposed transfer, after having been informed of the possible risks of such transfers for the data subject due to the absence of an adequacy decision and appropriate safeguards
- (b) The transfer is necessary for the performance of a contract between the data subject and the controller or the implementation of pre-contractual measures taken at the data subject's request
- (c) The transfer is necessary for the conclusion or performance of a contract concluded in the interest of the data subject between the controller and another natural or legal person
- (d) The transfer is necessary for important reasons of public interest
- (e) The transfer is necessary for the establishment, exercise or defense of legal claims
- (f) The transfer is necessary in order to protect the vital interests of the data subject or of other persons, where the data subject is physically or legally incapable of giving consent
- (g) The transfer is made from a register which, according to Union law, is intended to provide information to the public and which is open to consultation either by the public in general or by any person who can demonstrate a legitimate interest, but only to the extent that the conditions laid down in Union law for consultation are fulfilled in the particular case

1.7 INFORMATION TO DATA SUBJECTS ON THEIR RIGHTS

Rights of the data subjects
<i>Article 17 – Right of access by the data subject</i>
<i>Article 18 – Right to rectification</i>
<i>Article 19 – Right to erasure (right to be forgotten)</i>
<i>Article 20 – Right to restriction of processing</i>
<i>Article 21 – Notification obligation regarding rectification or erasure of personal data or restriction of processing</i>
<i>Article 22 – Right to data portability</i>
<i>Article 23 – Right to object</i>
<i>Article 24 – Rights related to Automated individual decision-making, including profiling</i>

1.7.1 Privacy statement

The data subjects are informed about their rights and how to exercise them in the form of the a privacy statement attached to this record.

Publication of the privacy statement

Published on website

Web location:

- ELA internal website (URL: SharePoint on Personal Data Protection)
- External website (URL: <https://www.ela.europa.eu/en/privacy-policy>)

Other form of publication, specify

Guidance for Data subjects which explains how and where to consult the privacy statement is available and will be provided at the beginning of the processing operation.

Description:

Data subjects will be informed of the Privacy Statement at te moment of the invitation to the event. Instruction will be given at the beginning of each training session in order to let the participants know the process of personal data and their rights on this respect.

Data subjects can contact directly the organisers at cooperation-nlos@ela.europa.eu.

Specific consent on the recording from the external trainers will be gathered.

Specific consent form the interpreters will be gathered in order to cover their audio.

1.8 SECURITY MEASURES

Short summary of overall Technical and Organizational Measures implemented to ensure Information Security:

Description:

All data in electronic format (e-mails, documents, uploaded batches of data etc.) are stored either on the servers of the European Labour Authority or of its contractors.

The European Labour Authority's contractors are bound by a specific contractual clause for any processing operations of personal data on behalf of the European Labour Authority, and by the confidentiality obligations deriving from the General Data Protection Regulation.

In order to protect personal data, the European Labour Authority has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.