

**RECORD OF PROCESSING ACTIVITY  
ACCORDING TO ARTICLE 31 REGULATION 2018/1725<sup>1</sup>  
NOTIFICATION TO THE DATA PROTECTION OFFICER**

**NAME OF PROCESSING OPERATION<sup>2</sup>:** Event ‘Annual CharterXchange’

Reference number: DPR-2024-220
Creation date of this record: 22/07/2024
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Version: 1

**Part 1 (Publicly available)**

<b>1) Controller(s)<sup>3</sup> of data processing operation (Article 31(1)(a))</b>
<p>Controller: European Union Agency for Fundamental Rights (FRA) Schwarzenbergplatz 11, A-1040 Vienna, Austria Telephone: +43 1 580 30 – 0 Email: <a href="mailto:contact@fra.europa.eu">contact@fra.europa.eu</a> Organisational unit <b>responsible<sup>4</sup></b> for the processing activity: Institutional Cooperation and Networks Unit Contact details: <a href="mailto:charter@fra.europa.eu">charter@fra.europa.eu</a> Data Protection Officer (DPO): <a href="mailto:dpo@fra.europa.eu">dpo@fra.europa.eu</a></p>

<b>2) Who is actually conducting the processing? (Article 31(1)(a))<sup>5</sup></b>
<p>The data is processed by the FRA itself <input checked="" type="checkbox"/></p> <p>The data is processed also by a third party <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> <li>For the online access to the event, FRA uses the Video-conferencing software Cisco Webex or Microsoft Teams.</li> </ul>

<sup>1</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1725>

<sup>2</sup> **Personal data** is any information relating to an identified or identifiable natural person, i.e. someone who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity. This information may, for example, be the name, date of birth, a telephone number, biometric data, medical data, a picture, professional details, etc.

**Processing** means any operation or set of operations which is performed on personal data, whether or not by automatic means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

<sup>3</sup> In case of more than one controller (e.g. joint FRA research), all controllers need to be listed here

<sup>4</sup> This is the unit that decides that the processing takes place and why.

<sup>5</sup> Is the FRA itself conducting the processing? Or has a provider been contracted?

- For questions and answers, surveys and collection of participant's feedback, FRA uses Slido and Polls audience interaction platforms, which are integrated with Cisco Webex and Microsoft Teams platforms.
- For the evaluation feedback, FRA will use the LimeSurvey tool, which is hosted in the servers of FRA webhosting contractor, Managing Innovation Strategies, SLL (MainStrat) in consortium with SARENET, S.A.U

### 3) Purpose of the processing (Article 31(1)(b))

*Why are the personal data being processed? Please provide a very concise description of what you intend to achieve with the processing operation. Specify the rationale and underlying reason for the processing and describe the individual steps used for the processing. If you do this on a specific legal basis, mention it as well (e.g. staff regulations for selection procedures).*

The purpose of the processing of your personal data is the organisation of the Annual CharterXchange in person or online/hybrid via Cisco Webex or Microsoft Teams platforms. The "Annual EU CharterXchange" is an initiative of the European Union Agency for Fundamental Rights (FRA) and the European Commission to enhance the application of the rights enshrined in the EU Charter for Fundamental Rights (Charter). The European Commission's "Strategy to strengthen the application of the Charter of Fundamental Rights in the EU", adopted in 2020, and the subsequent Council conclusions on strengthening the application of the Charter of Fundamental Rights in the European Union call for further efforts in the Member States to promote the application of the Charter. The CharterXchange contributes to this objective by increasing the exchange of knowledge and experience and foster collaboration among legal experts, policymakers, and other stakeholders through a regular forum, which started in 2023, dedicated to the Charter.

This includes the handling of the participant's invitation, registration and attendance, granting participants access to the online platform, recording of certain presentations, minutes taking at the event, collection of feedback, as well as event follow up actions, i.e., reporting on the event, such as sharing presentations among participants and feedback collection. It includes, especially, the creation/sharing of participant lists, mailing lists of registrations and participants. The event evaluation will be done anonymously.

The recorded presentations will be made available to participants who could not attend the CharterXchange via a newsletter, on the FRA's website and on FRA's YouTube channel. The recorded presentations will further be used for training purposes and for the development of video presentations on the EU Charter of Fundamental Rights.

FRA further uses Slido and LimeSurvey audience interaction platforms for questions and answers, surveys and collection of participant's feedback.

For the registration to the event, and follow-up activities, such as reporting, we collect and process the information and personal data you provide us by completing an online registration form<sup>6</sup>.

In case the CharterXchange event takes place online, FRA will use the Video-conferencing software Cisco Webex and/or Microsoft Teams. Participants will be invited to register online for the event via an email sent to them by FRA:

<sup>6</sup> The link to the registration form may be found in the relevant Data Protection Notice.

- The Agency will send an email invitation to the CharterXchange to the participants who have indicated their preference as to the EU Charter in the Agency's Customer Relationship Management ([CRM](#)) database.
- The contact details of the participants interested in attending the CharterXchange will be obtained by using an online form created by FRA in Cisco Webex or in Microsoft Teams.
- Participants will be sent a registration link to the event, to be hosted using the Cisco Webex or Microsoft Teams platforms.
- Participants will be asked to provide their name, surname, country of origin, profession, organisation, and email upon registering to the Webex or Microsoft Teams platforms. Their name will be visible during the meeting.
- Regarding the processing of personal data by Cisco Webex Meetings service, please consult the dedicated Cisco Webex Meetings [data protection notice](#), which explains FRA's policies and practices regarding its collection and use of your personal data in the framework of Cisco Webex meetings.
- Regarding the processing of personal data by Microsoft 365 please consult the dedicated [data protection notice](#).
- Collection of participants' anonymous answers, surveys and feedback, will be done using Slido, Lime Survey, Polls and Webex/Microsoft Teams white board audience interaction platforms.
- Regarding the processing of personal data by Slido please consult the dedicated [privacy statement](#).
- Participants' feedback will be collected via Slido, Lime Survey, Polls and Webex/Microsoft Teams white board anonymously.
- The Agency will invite the participants who attended the CharterXchange by email to participate in an online survey using Lime Survey tool to evaluate the webinar. The data collected through the online survey will be stored in the SQL database on the servers of FRA's webhosting contractor (located in Spain).
- Regarding the processing of personal data by Lime Survey please consult the dedicated [privacy policy](#).

FRA is responsible for the overall organisation of the event and the communication with the participants before and after the end of the meetings.

#### 4) Description of the categories of data subjects (Article 31(1)(c))

*Whose personal data are being processed?*

FRA staff participating in the webinar

Non-FRA staff (European Commission and other EU institutions staff, Charter experts, Members of FRA's Management Board, National Liaison Officers and alternates, government officials and observers invited to attend this event)

5) Categories of personal data processed (Article 31(1)(c))

*Please tick all that apply and give details where appropriate*

**(a) General personal data (add or delete as appropriate – the data in the brackets are only examples)**

- Personal details (name, surname, country of origin, profession, organisation,
- Contact details (email address)
- Education & Training details
- Employment details (role, function/title, name and type of the employer/organisation)
- Financial details (e.g. financial identification form, bank account information, in exceptional cases if required for a reimbursement of expenses)
- Family, lifestyle and social circumstances
- Goods or services provided
- Other (please give details):

- Questions, comments, and messages via chat and close captions (only for the purpose of minutes taking)
- Voting and/or polling (if applicable)
- Image portraying participants (if camera is switched on)
- Video and voice recording in case a presentation is recorded
- In case Microsoft Teams or Webex are used: IP address and connection details, name, surname, country of origin, profession, organisation and email when connecting to Webex/Microsoft Teams platform. Please refer to the Webex [data protection notice](#) and Microsoft 365 [data protection notice](#).
- IP address and connection details when connecting to Slido platform. Please refer to the Slido [privacy statement](#). Slido collects strictly necessary cookies, functional cookies, performance cookies, targeting cookies, and other Third-Party cookies, which can be blocked by participants via the Web Browser. Please refer to the [Slido Cookie Policy](#).

**(b) Special categories of personal data (Article 10).** Although there is no intention to process special categories of personal data, it might be that, in case of an online event, the video and/or recording thereof incidentally reveals the following special categories of personal data (if participants decide to switch on their cameras):

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership

Genetic, biometric or data concerning health	<input checked="" type="checkbox"/>
Information regarding an individual's sex life or sexual orientation	<input type="checkbox"/>
By switching their camera on, participants grant their explicit consent to the incidental processing of such special categories of personal data.	
<b>(c) Personal data relating to criminal convictions and offences (Article 11)</b>	
Criminal record (or similar, e.g. declaration of good conduct)	<input type="checkbox"/>
N/A	<input checked="" type="checkbox"/>
Others:	<input type="checkbox"/>

#### 6) Recipient(s) of the data (Article 31(1)(d))

*Recipients are all parties who have access to the personal data. Who will have access to the data **within** FRA? Who will have access to the data **outside** FRA? No need to mention entities that may have access in the course of a particular investigation (e.g. OLAF, EO, EDPS).*

Designated <b>FRA</b> staff members Restricted number of staff members in charge of the organisation of the event can access the data.	<input checked="" type="checkbox"/>
Recipients <b>outside</b> FRA: depending on the video-conferencing tool being used these could be: Cisco Webex, Slido, LimeSurvey, Microsoft 365	<input checked="" type="checkbox"/>

#### 7) Transfers to third countries or international organisations (Article 31(1)(e))<sup>7</sup>

*If the personal data are transferred outside the European Economic Area or to international organisations, this needs to be specifically mentioned, since it increases the risks of the processing operation.*

##### **Transfer outside of the EU or EEA**

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

##### **If yes, specify to which country:**

However, if the event is organized using online platforms which are owned by US-based companies, it cannot be discarded that some personal data, for example, diagnostic data is transferred to the US. Moreover, US based companies are subject to US Surveillance

<sup>7</sup> **Processor** in a third country using standard contractual clauses, a third-country public authority you cooperate with based on a treaty. If needed, consult your DPO for more information on how to ensure safeguards.

laws. Cisco Webex, Slido (as part of Cisco Webex) and Microsoft 365 are included in the 'Data Privacy Framework List' and therefore, any transfer to the US would be lawfully based on the [Commission Implementing Decision of 10.7.2023 on the adequate level of protection of personal data under the EU-US Data Privacy Framework](#).

***Transfer to international organisation(s)***

Yes

No

If yes specify to which organisation:

***Legal base for the data transfer***

Transfer on the basis of the European Commission's adequacy decision (Article 47)

Transfer subject to appropriate safeguards (Article 48(2) and (3)), specify:

a)  A legally binding and enforceable instrument between public authorities or bodies.

Standard data protection clauses, adopted by

b)  the Commission, or

c)  the European Data Protection Supervisor and approved by the Commission, pursuant to the examination procedure referred to in Article 96(2).

d)  Binding corporate rules, Codes of conduct, 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.

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:

***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. 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

### 8) Retention time (Article 4(e))

*How long will the data be retained and what is the justification for the retention period? Please indicate the starting point and differentiate between categories of persons or data where needed (e.g. in selection procedures candidates who made it onto the reserve list vs. those who didn't). Are the data limited according to the adage "as long as necessary, as short as possible"?*

Personal data will be kept after the event to ensure implementing necessary follow up activities with regard to the purpose(s) of the processing of personal data as well as for its related management. Personal data related to registration and participation will be retained by FRA for a period of 6 months after the end of the event. In case the CharterXchange is recorded, personal data related to the recorded presentations will be retained by FRA for a period of two years.

For the retention period of Slido, Lime Survey, Polls, Microsoft 365 and Cisco Webex please refer to their Privacy Policies linked above.

### 9) Technical and organisational security measures (Article 31(1)(g))

**Please specify where/how the data are stored during and after the processing; please describe the security measures taken by FRA or by the contractor**

Document Management System (DMS)	<input checked="" type="checkbox"/>
FRA network shared drive	<input checked="" type="checkbox"/>
Outlook Folder(s)	<input checked="" type="checkbox"/>
CRM	<input checked="" type="checkbox"/>
Hardcopy file	<input type="checkbox"/>
Cloud (see <a href="#">FRA's privacy notice regarding the use of Microsoft Office</a> )	<input checked="" type="checkbox"/>
Servers of external provider	<input type="checkbox"/>

## 10) Exercising the rights of the data subject (Article 14 (2))

*How 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? How will you react?*

See further details in the Data Protection notice: e-mail to [charter@fra.europa.eu](mailto:charter@fra.europa.eu)  
**Data subject rights**

- Right of access
- Right to rectification
- Right to erasure (right to be forgotten)
- Right to restriction of processing
- Right to data portability
- Right to object
- Notification obligation regarding rectification or erasure of personal data or restriction of processing
- Right to have recourse
- Right to withdraw consent at any time