

RECORD NO: 60

ENISA ADVISORY GROUP - CALL FOR EXPRESSION OF INTEREST - APPOINTMENT - OPERATION

Record 60 of processing operation “ENISA Advisory Group - Call for Expression of Interest - Appointment - Operation”

Date of last update	20/2/25
Name and contact details of controller	ENISA, Executive Director's Office, AG-Sec [at] enisa.europa.eu
Name and contact details of DPO	dataprotection [at] enisa.europa.eu
Name and contact details of Joint Controller	N/A
Name and contact details of processor	<ul style="list-style-type: none"> European Commission's EUSurvey tool, which is used to collect applications. T&T Executive SA contracted by ENISA to support events organisation, in particular regarding the management of hotel bookings and travel arrangements for Advisory Group members (www.tntexecutive.gr). Microsoft Ireland operations Ltd that provides the Microsoft Teams platform via an Interinstitutional Licensing Agreement (ILA) with the European Commission (to which ENISA is also a party).
Purpose of the processing	<p>To support the call of expression of interest, assessment of applications, establishment of a reserve list, final appointment and operation of the Advisory Group (AG), in particular maintaining the AG contact list, organise meetings and provide for relevant logistics, including reimbursement of associated expenses.</p> <p><i>Note: on further information regarding the processing of personal data in the context of events organisation by ENISA, please see the relevant record (Events Organisation).</i></p>
Description of data subjects	<p>Individuals who wish to be considered for ad personam membership of the ENISA Advisory Group.</p> <p>Nominated members and members appointed “ad personam” from an array of professional backgrounds from Member States and EU institutions, bodies, offices or agencies.</p>
Description of data categories	<p>During expression of interest:</p> <ul style="list-style-type: none"> Personal information such as: Last and First Name, Nationality, Gender, Date and place of birth, Email address, Address and Telephone Number, Member of ENISA MB, AG, AG reserve list, ENISA staff member, CV Professional experience, education, abilities and knowledge information such as : Type of stakeholders that will be represented, current affiliation, employer and job title, relevant abilities, knowledge and capacity Motivation letter



	<ul style="list-style-type: none"> Supporting documentation upon request (such as: proof of citizenship (passport, identity card, etc., diploma(s) or certificate(s), certificate(s) of employment or work contract(s)) <p>During operation of the AG:</p> <ul style="list-style-type: none"> Name, surname, business function, affiliation, phone number, e-mail address and data provided in the legal entity form and financial identification form, registration to AG meetings, data related to the processing of statements of confidentiality and declarations of absence of conflict of interest relevant to the scope and the operations of the Advisory Group <p>During online participation to AG Meeting</p> <ul style="list-style-type: none"> User Data such as account info, email address, profile picture etc. Meeting Content such as: audio and video, chat, possible shared files etc. Service Generated Data such as: Call quality data, technical and connection data Technical Support Data such as: text, sound, video, image files, or software, that are provided to Microsoft by, or on behalf of, ENISA through an engagement with Microsoft to obtain Professional Services or Support.
Time limits (for the erasure of data)	<p>For unsuccessful applicants, application data are deleted upon finalization of the appointment procedure. For successful candidates (in the reserve list and appointed members), the data is kept for a period equal to the duration of the mandate of membership of the ENISA AG.</p> <p>For data related to financial transactions, in order to provide an audit trail and allow queries on past payments at all times, relevant data are kept for up to seven (7) years in accordance with ENISA's Financial Regulation.</p>
Data recipients	<p>For the selection and appointment process: designated ENISA staff, selection committee, ENISA ED and ENISA Management Board Members. designated staff of the data processor offering technical support to EU survey platform a</p> <p>For the operations process: designated ENISA staff and designated staff of the data processor supporting organization of meetings and MS Teams</p> <p>The data may also be available to EU bodies charged with monitoring or inspection tasks in application of EU law (e.g. internal audits, European Anti-fraud Office – OLAF).</p> <p>The AG contact list (name, affiliation, country) along with the AG Members Declarations of Conflict of Interest will be made publicly available at the ENISA website.</p>
Transfers to third countries	<p>No transfers outside EU/EEA are foreseen.</p> <p>Data are stored and further processed within Microsoft data centers exclusively in EU under the Microsoft data boundary program. Any transfer of personal data outside the EU/EEA shall be performed in line with the ILA (between the European Commission and Microsoft) and in compliance with Chapter V EUDPR. Microsoft has been certified under the EU US Data Privacy Framework.</p>
Security measures - General description	<p>General security policy and technical/organisational measures applicable to ENISA's internal IT systems and ENISA's website. All data is stored in line with the technical security provisions laid down in the Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission, its subsequent versions, its implementing rules (as adapted from time to time) and the corresponding security standards and guidelines, as well as the Commission Decision (EU, Euratom) 2015/443 of 13 March 2015 on the security in the Commission, its implementing rules and the corresponding security notices.</p>
Privacy statement	<p>Available at call for expression of interest and shared with AG members at the beginning of their mandate</p>