



RECORD NO: 60

ENISA'S ADVISORY GROUP

Record 60 of processing operation “ENISA's Advisory Group”

Date of last update	14/3/23
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	T&T Executive 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).
Purpose of the processing	To support the 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. 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).
Description of data subjects	Nominated members and members appointed “ad personam” from an array of professional backgrounds from Member States and EU institutions, bodies, offices or agencies.
Description of data categories	Name, surname, business function, affiliation, phone number, e-mail address, and data provided in the legal entity form and financial identification form (https://ec.europa.eu/info/publications/legal-entities_en), 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.
Time limits (for the erasure of data)	The data are kept for as long as the data subject is appointed or nominated to AG and for up to five (5) years after the end of the data subject's mandate. 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.
Data recipients	Designated ENISA staff involved in the operations of the Advisory Group, designated staff of the data processor, as well as EU bodies charged with Legal Entity and Bank Account Validation (European Commission ABAC system). 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.
Transfers to third countries	No transfers outside EU/EEA are foreseen.
Security measures - General description	General security policy and technical/organisational measures applicable to ENISA's internal IT systems and ENISA's website.





Privacy statement	Shared with AG members at the beginning of their mandate
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