

EDPB Personal data records of processing activities - proposed structure (article 31 of the Regulation 2018/1725¹)

Record of EDPB activities processing personal data, based on Article 31 of 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.

Nr.	Item	Description
1.	Title of the processing operation	Public conferences
2.	Number of record	EDPB-17
3.	Last updated	January 2026
4.	Data controller	European Data Protection Board Edpb@edpb.europa.eu Rue Montoyer, 30 Belgium, Brussels
5.	Joint controllers	EDPS for the purposes of reimbursing travel costs via the AGM tool
6.	Processor(s)	European Parliament, European Commission, both responsible for the provision of different technical services.

¹ Regulation 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions, bodies, offices and agencies.

7.	Data Protection Officer (DPO)	EDPB Data Protection Officer Edpb-dpo@edpb.europa.eu Rue Montoyer, 30 Belgium, Brussels
8.	Description of the processing operation	The European Data Protection Board organises public conferences on topics relating to its tasks. Such public conferences can be in person, online or in hybrid format.
9.	Purpose of processing operation	<p>The purpose of this processing is to organise, manage and run a public conference, which includes inviting and registering speakers and participants, managing participations, ensuring in person and online access to the public conference, communicating on the public conference and carrying out any follow-up action.</p> <p>Further, participants who provide consent are included on a single contact list to be informed of future EDPB events and initiatives.</p>
10.	Legal basis	<p>For the purposes of the organisation, management, running and follow-up of a public conference, the EDPB processes personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body under Article 5(1)(a) and (2) of Regulation (EU) 2018/1725. More specifically, the EDPB Secretariat is responsible for the communication with other institutions and the public, as provided in Article 75(6)(c) GDPR. Article 10(2)(e) of Regulation (EU) 2018/1725 is the legal basis for the processing of any special categories of personal data, panellists or participants might refer to when taking the floor in the public conference or in the chat function of the conference tool or upon providing feedback in a follow up action.</p> <p>The names of speakers (including panellists and moderators) will be shared for the purposes of the organisation, management, running and follow-up of a public conference for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body under Article 5(1)(a) and (2) of Regulation (EU) 2018/1725.</p>

	<p>The names of general attendees (e.g. audience members) may be shared with the other participants to the public conference on the basis of their consent (Article 5(1)(d) of Regulation (EU) 2018/1725).</p> <p>On the basis of the participants' consent, in line with Article 5(1)(d) of Regulation (EU) 2018/1725, the EDPB may include them on a contact list in order to inform them of future initiatives and events that the EDPB may organise, as well as for the publication and dissemination of results from the event (where applicable).</p> <p>Participants can be included in photos and videos, on the basis of their consent in line with Article 5(1)(d) and Article 7 of Regulation (EU) 2018/1725. Such content is used for communication purposes including in publications on the EDPB website and the EDPB social media accounts.</p> <p>Where the EDPB is required to process personal data to comply with a legal obligation (e.g. when a relevant EU body such as the European Court of Auditors carries out an audit or investigation, or for the purposes of requests for access to documents in accordance with Regulation (EC) 1049/2001²), the lawfulness of such processing rests on Article 5(1)(b) and (2) of Regulation (EU) 2018/1725. For the processing of any special categories of personal data, panellists or participants might refer to when taking the floor in the public conference or in the chat function of the conference tool or upon providing feedback in a follow up action, depending on the purpose, Article 10(2)(f) and (g) Regulation (EU) 2018/1725 may apply.</p>
11.	<p>Description of categories of data subjects</p> <p>Participants and panellists to a public conference of the EDPB.</p>
12.	<p>Description of processed</p> <p>To organise a public conference, including, sending invitations and calls for expression of interest in participating as well as to carry out any follow up actions, the EDPB may process the following personal data on a need-to-know basis:</p>

² Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents, OJ L 145, 31.5.2001, p. 43–48.

personal data / categories	<ul style="list-style-type: none"> (a) name and surname; (b) email address; (c) professional affiliation and sector of employment; (d) role/occupation/title; (e) professional address and phone number; (f) banking data, where reimbursement is foreseen; (g) where the public conference is held remotely, any personal data required by service providers (e.g. videoconferencing providers) to ensure participation in the public conference; (h) photo and biography of the speakers for reference; (i) material (e.g. slides) that may be shared with participants after the public conference; (j) any views expressed or any comments that participants may type in the chat function of the conferencing tool; (k) photographs and audio-video recording of speakers participating in the panel, as well as of participants to the public conference and in Q&A sessions; (l) any views expressed in follow up actions after the public conference. <p>Certain information such as email addresses of speakers and participants invited to attend the public conference can be collected from publicly available sources and will be deleted within one month from the time of the first communication should the recipient refuse participation or in case of no reply.</p> <p>The meeting room may be equipped with cameras which film in-person participants. This may include wide shots of the room and closer shots which focus around participants who take the floor, e.g. when speaking or when asking questions to the panellists, so that the image can be displayed on a screen for other participants (including those online) to see. Participants joining online have the option to deactivate their cameras if they do not wish to be filmed.</p> <p>The EDPB does not require the processing of any confidential information or special categories of personal data (that is “personal data revealing racial or ethnic origin, political opinions, religious or</p>
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		<p>philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation³). For this reason, participants and speakers are not required or expected to include such information or data in views, substantive contributions and/or expertise expressed in connection to the public conference – including those expressed orally during the public conference, those shared in writing through the chat function of conferencing tool, or those otherwise shared by writing.</p> <p>The EDPB may create summaries of:</p> <ul style="list-style-type: none"> • The contributions from panellists and other invited speakers. These summaries may include quotations from those contributions which will be directly attributable to those speakers; and/or • Contributions from general participants, including audience members, provided in written form via chat function of the conferencing tool, in spoken form from in-person audience members, and in feedback provided in follow up actions. These summaries will be written in a general form which does not allow for the identification of individual contributors, with contributions being aggregated where appropriate. <p>Such summaries could be communicated to the EDPB members or become public such as statistics or reports.</p>
13.	Description of procedure to ensure data subjects' rights	A specific privacy statement containing details on how data subjects can exercise their rights is available both on the EDPB website and the EU Survey, via which the applications will be submitted.
14.	Description of recipients of personal data	<ul style="list-style-type: none"> • The EDPS, as a joint controller for the purposes of reimbursing travel costs via the AGM tool; • Where appropriate, the other participants to the public conference; • The European Commission: <ul style="list-style-type: none"> ○ acting as a processor in relation to EU Survey; and/or

³ See Article 10(1) of Regulation (EU) 2018/1725.

	<ul style="list-style-type: none"> ○ acting as a separate controller for Vpass and for any processing it carries out for its own purposes in relation to EU Survey⁴ and EU Login⁵; ● The European Parliament: <ul style="list-style-type: none"> ○ acting as a processor, for the provision of technical services, including Webmeeting, where relevant and necessary; ○ acting as a separate controller in relation to the use of Vpass⁶ and upon providing Cisco Webex⁷; ● In case of an online or hybrid public conference, the names of the participants joining online (as entered by the participants themselves) may be made available to each participant for the duration of the online or hybrid public conference; ● In case personal data, such as videos or photos, are published on the X (Twitter) or LinkedIn accounts of the EDPB⁸, these companies might carry out further processing of those data for which they are separate controllers⁹; and ● Members of the public: <ul style="list-style-type: none"> ○ in case videos or photos of the public conference are published on the EDPB website and/or EDPB social media accounts, or ○ in the context of requests for access to documents, in accordance with the provisions of Regulation (EC) 1049/2001 or Council Regulation (EEC, Euratom) 354/83¹⁰.
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⁴ For more information on the processing of personal data by EU Survey of the European Commission you may read <https://ec.europa.eu/eusurvey/home/dpa> and <https://ec.europa.eu/eusurvey/home/privacystatement>

⁵ For more information, please consult the relevant record of the European Commission, DPR-EC-03187.1, available at <https://ec.europa.eu/dpo-register/detail/DPR-EC-03187>.

⁶ <https://www.europarl.europa.eu/data-protect/reportPdf/printPrivacyStatement.do;jsessionid=538ED3775AF5A0141A05980C26D46A71?prefix=V3&nr=818>

⁷ The European Parliament (EP ITEC) is a controller regarding certain technical and legal aspects of Webex that it decides upon such as, for example, the contractual clauses concluded with Cisco and the technical customisation done at ITEC level, over which the EDPB does not have any control nor the possibility to alter. The EDPB is a controller for the processing of personal data when actively using features in Webex for the event (this includes for example choices made on the use of the meeting recording feature). For more information on processing of personal data via Cisco Webex, please consult the EP data protection statement:

<https://www.europarl.europa.eu/data-protect/reportPdf/printPrivacyStatement.do;jsessionid=0CC8F364B5DD0BDB79943F458451A72B?prefix=V3&nr=570>

⁸ See relevant privacy notices https://www.edpb.europa.eu/system/files/2023-11/edpb_sps_twitter_account_en.pdf and https://www.edpb.europa.eu/system/files/2024-04/20240403_sps_linkedin_page_en.pdf

⁹ To learn more about how these platforms process your personal data, we encourage you to read their privacy policies <https://www.linkedin.com/legal/privacy-policy> and <https://twitter.com/en/privacy>.

¹⁰ Council Regulation (EEC, Euratom) No 354/83 of 1 February 1983 concerning the opening to the public of the historical archives of the European Economic Community and the European Atomic Energy Community.

15.	Description of transfers	No personal data are subject to transfers outside of the EEA.
16.	Description of envisaged time limits for retention for each processing operation	<p>Personal data processed for the purposes of the public conference are kept for 5 years¹¹.</p> <p>Any audio-video recording and photos published online by the EDPB will remain available online for as long as they are published.</p> <p>Personal data may be part of documents with historical or administrative value, which are selected for preservation in the EDPB records. In this case, the personal data they contain will be kept indefinitely and - unless an exemption applies - be made public in accordance with Regulation (EEC, EURATOM) 354/83 on the opening to the public of historical archives after 30 years.</p>
17.	General description of technical and organisational security measures referred to in Article 33	<p><u>IT Measures</u></p> <p>Any personal data collected by the EDPB is kept in restricted access servers, available only to authorised staff through adequate IT security measures. In general, technical measures include appropriate actions to systems from accidental or malicious manipulations and 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.</p> <p><u>Organisational measures</u></p> <p>Appropriate organisational measures have been taken to protect the systems. Physical access to the EDPB premises is restricted to authorised staff and EDPB members.</p>

¹¹ An exception is made to contact details on the EDPB Single Contact List, which are kept for as long as data subjects wish to be part of said list or until the EDPB is requested its removal for any additional reasons (e.g. change of contact point).