



RECORD OF PROCESSING ACTIVITIES

Record of processing activities with administrative personal data based on Article 31 of Regulation 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies applicable to Europol in accordance with Article 46 of the Europol Regulation

Part I – Public Information

Q1	Last Update of the record	11 January 2021
Q2	Reference number	EDOC #1140690
Q3	Data controller <i>Contact details</i>	Capabilities Directorate C2 Administration Neumann Dietrich – Head of Department
Q4	Data Processor <i>(if applicable)</i> <i>Contact details</i>	C2 - 011 Events Office C2 – 012 Housing Office
Q5	Joint controller <i>(if applicable)</i> <i>Contact details</i>	
Q6	Data Protection Officer	<i>dpo@europol.europa.eu</i>
Q7	Name of processing activity	Meetings, events and conferences, hospitality, reception and travel arrangements data processing for Europol statutory and non-Europol statutory experts (irrespective of the event type Physical, Virtual, Hybrid)
Q8	Purpose of processing	<p>The purposes are:</p> <ul style="list-style-type: none"> - Provide events, hospitality and travel management services to Europol statutory staff, SNEs and other non-statutory Europol experts; - Provide, where necessary, assistance on events, hospitality travel arrangements and registration procedures; - Provide Europol with events, hospitality and travel related information for enhanced decision making; - Pay the resulting expenses and reimbursement of experts;

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		<p>- Insurance and liability purposes: to ensure Europol's experts and staff liability;</p> <p>- Interpretation purposes: to be able to manage interpretation services and requests;</p> <p>- Catering purposes: to be able to manage catering services and requests/preferences;.</p>												
Q9	Data categories	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input checked="" type="checkbox"/> Name</td> <td style="width: 50%;"><input checked="" type="checkbox"/> Address</td> </tr> <tr> <td><input checked="" type="checkbox"/> Date of birth,</td> <td><input checked="" type="checkbox"/> Place of birth</td> </tr> <tr> <td><input checked="" type="checkbox"/> ID/ passport no.</td> <td><input type="checkbox"/> Marital status</td> </tr> <tr> <td><input checked="" type="checkbox"/> Gender</td> <td><input checked="" type="checkbox"/> Email address</td> </tr> <tr> <td><input checked="" type="checkbox"/> Phone no.</td> <td><input checked="" type="checkbox"/> Name employer</td> </tr> <tr> <td><input checked="" type="checkbox"/> Personnel number</td> <td><input checked="" type="checkbox"/> Function</td> </tr> </table> <p>Other (please, specify): The information required is as follows:</p> <p>-Member of statutory staff and non statutory experts needed to travel: Title, surname, first name, place of employment, organisational entity they belong to, passport;</p> <p>-Information concerning the event/travel: Place(s) of travel and transit, expected times of departure and return to the place of employment, means of transport used, name of hotel, bill(s), start and end times of professional commitments at the place of mission, bank account number, budget heading to which the travel will be charged, IT tool event/mission/authorised travel number and confirmation number generated at the time of signature of the event/mission order/travel authorisation for approval by the authorising officer.</p> <p>-Other details may be provided in certain circumstances by non-statutory experts going on travel, if they wish to receive more personalised service, a mobile telephone number; nationality, the date and place of issue of passport and its expiry date; the passport and credit card number; the details of a person who may be asked to make reservations on their behalf; any preferences as regards the conditions of the trip which they might wish to be</p>	<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/> Date of birth,	<input checked="" type="checkbox"/> Place of birth	<input checked="" type="checkbox"/> ID/ passport no.	<input type="checkbox"/> Marital status	<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/> Email address	<input checked="" type="checkbox"/> Phone no.	<input checked="" type="checkbox"/> Name employer	<input checked="" type="checkbox"/> Personnel number	<input checked="" type="checkbox"/> Function
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		<p>automatically taken into consideration, seat + meal.</p> <p>- Other details may concern catering preferences, interpretation or hospitality needs, such as language preferences of experts, nationality, records of consumption/collection of products etc</p>
Q10	Description of categories of persons	<p><input checked="" type="checkbox"/> Europol - All Staff</p> <p><input checked="" type="checkbox"/> Europol - Contractors</p> <p><input checked="" type="checkbox"/> Europol - Law Enforcement Officers</p> <p><input checked="" type="checkbox"/> Europol - Liaison Officers</p> <p><input checked="" type="checkbox"/> Europol - Seconded National Experts</p> <p><input checked="" type="checkbox"/> Europol - Task Force Officers</p> <p><input checked="" type="checkbox"/> Europol - Trainees & Interns</p> <p><input checked="" type="checkbox"/> Others</p> <p>Meeting participants, speakers, recruitment applicants, guests and visitors etc</p>
Q11	Time limit for keeping the data	<p>Staff data are retained in Europol's Travel Management System.</p> <p>The overall retention period for all data is set in five years after budget discharge is granted by the European Parliament for the year to which the transactions relate.</p> <p>Regarding the service providers, data are kept as necessary, except as otherwise required by applicable law. All information is destroyed at the end of the contract.</p> <p>For Registration services the data are retained only for three months. These are automatically overwritten after three months.</p>
Q12	Recipients of the data	<p>Meeting organisers, Authorising Officers, Reporting Officers, staff in C2 dealing with travel, events, hospitality and mission/authorised arrangements, staff performing travel bookings and acting on behalf of others (travel arrangers), service providers and contractors, profile administrators, members of the Liaison Bureaux on a need-to-know basis, Europol Authorising Officers, Europol management (ED, DED, HoD, HoU, HoT), auditors, OLAF, Investigation Services, European Ombudsman, EDPS.</p>

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<p>Q13</p>	<p>Transfer to third countries or international organisations</p>	<p><input type="checkbox"/> NO <input checked="" type="checkbox"/> YES:</p> <p>Name third party I: Travel suppliers such as global distribution systems, airlines, hotels, car rental companies, rail, boat service providers collaborated with the approved by Europol travel agency.</p> <p>Place of third party: variable</p> <p>Contact details: American Express GBT</p> <p>Legal basis transmission: Inter-agency PMO travel contract - Travel Agency Services PMO.02/PR/2017/073 (EDOC:# 940131)</p> <p>Does the recipient processes data on behalf of Europol <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Safeguards established: Binding Corporate Rules</p> <p>Name third party VI: Eventsforce Registration services</p> <p>Place of third party: UK</p> <p>Contact details: Eventsforce via DG DIGIT contract</p> <p>Legal basis transmission: SLA/FWC</p> <p>Does the recipient processes data on behalf of Europol <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Safeguards established:</p>
<p>Q14</p>	<p>General description of security measures</p>	<p>Europol's financial processing and travel management systems are within Europol's secure ICT security infrastructure and are handled locally.</p> <p>Regarding the data security measures of the service provider (travel agency), Europol's ICT security gave clearance considering the following:</p> <p>1.Mature information security organisational structure;</p> <p>2.Programme addresses the whole information security life cycle;</p> <p>3.Adopts NIST Cybersecurity Framework;</p>

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		<p>4.Third party vendor security programme (periodic reviews)</p> <p>5.Information Security and Privacy Awareness Training programme</p> <p>6.Annual audits against the US Federal Financial Institutions Examination Council Standards (FFIEC);</p> <p>7.Certified Data Centre environment (hosted by NTT): a)ISO 27001:2013 certified b) SSAE18 SOC1 audit report prepared by independent auditors c) ISO 9001:2015 certified</p> <p>8.Comprehensive scope of security controls: a)Security Governance, Risk and Compliance, Incident Response, Threat Intelligence; b)Secure Communications, Encryption, Access control; c)Application Security, Vulnerability Management, Penetration Testing;</p> <p>9.Technical security solutions: a) Data Leakage Prevention, Identity Access Mgmt, Privileged Account Mgmt; b)Web Application Firewalling, PKI; c)SIEM / 24x7 SOC;</p> <p>Regarding registration services, security requirements were mandatory in the tender proposal see EDOC:#727250 & # 727252</p> <p>Regarding catering and hospitality services, security requirements were mandatory in the tender proposal (EDOC:#949874 & EDOC:# 1056815)</p> <p>Regarding Interpretation services, SLA requests are performed via Webdor after ECAS authentication and are within EU firewalls (EDOC#770886)</p> <p>FMIS via EU DG DIGIT contract DI/07720- LA-CO-992574 (SC EDOC #1035504)</p>
<p>Q15</p>	<p>How data subjects can exercise their rights to access, rectification, object and data portability (where applicable)</p>	<p>Data subjects (staff/experts) have the right to access, rectify, block and erase their personal data via a written request to the data controller. They are offered the option to contact by e-mail C2 management, the Europol Data Protection Officer or the European Data Protection Supervisor for any queries concerning the processing of personal data.</p>