



Record of data processing activity for EASO's Queries' Portal

Last Update of the record	28 th April 2020
Reference number	2020/27
Data controller	Head of Information and Analysis Sector Contact: queries@easo.europa.eu
Joint controller (if applicable)	N/A
Data Processor (if applicable)	N/A
Data Protection Officer	dpo@easo.europa.eu
Name of processing activity	EASO's Queries' Portal
Purpose of processing	<p>The purpose of this information is to build a central repository to store all the contacts, organisations and networks for which every EASO team (Dept/Unit/Sector/Working Group) is dealing with. The information will be used for: i) Having an easy way to find contacts/organisations/networks in the central repository, as well as being able to track any activity against those entities (emails, phone calls, appointments, events); ii) Being able to easily communicate with contacts and EASO staff through bulk emails; iii) Management of events, including the submission of event invitations and all the registration process through the Dynamics Portal</p> <p>Submission of surveys to gather information from the participation of the entities in the different Events.</p> <p>The platform provides an integrated central repository to store information related to contacts, organisations and networks, including the relations among them. It also provides an easy way to create and organise events and to track them in a single point. Up to now all the EASO teams have been storing this information independently, limiting the access to the information. The tool will foster the data sharing between all the staff.</p>
Data categories	<p>Under the "Contact" entity of Dynamics we will store following data: Salutation, First Name, Middle Name, Last Name, Email, Office Phone, Mobile Phone, Organisation, Title, Bank Name, SWIFT Code, IBAN.</p> <p>Under the "User" entity of Dynamics (with access to the tool through a license) we will store following data: First Name, Middle Name, Last Name, Title, Username, Email, Phone, Organisation, Unit.</p>

Description of categories of persons	EASO contacts/ stakeholders/ participants to meetings, events and trainings organized by EASO.
Time limit for keeping the data	Personal data related to contact details for participants and speakers will be kept for as long as follow-up actions are needed in the context of the meeting/event concerned. Personal data related to reimbursement of expenses will be kept for 7 years.
Recipients of the data	All the information stored in the platform will be accessible only by EASO staff who will have licenses in place to log in into the system. However, not all EASO staff will have the same access rights to all the information. It is built on a security data model which will restrict the access to certain features depending on the assigned roles.
Transfer to third countries or international organisations	N/A
General description of security measures	Personal data will be processed in compliance with all the appropriate technical and organisational measures set to protect personal data against accidental or unlawful destruction, accidental loss or unauthorised disclosure, alteration and access or any other unauthorised form of processing.
How data subjects can exercise their rights to access, rectification, object and data portability (where applicable)	Via e-mail to the data controller: ictu.datacontroller@easo.europa.eu Further information on the processing of your personal data is made available on the Agency's website at: https://www.easo.europa.eu/legal The link above includes EASO's General Privacy Statement as well as the privacy statements on specific data processing operations.