



RECORD OF PERSONAL DATA PROCESSING

Art. 31 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 (henceforth the "Regulation")

Record n°

2022-05

In accordance with Article 31 of Regulation 2018/1725, individuals whose personal data are processed by the Agency in any context whatsoever are to be protected with regard to the processing of personal data and the Agency has to keep records of their processing operations.

This record covers two aspects:

- 1. Mandatory records under Art 31 of the Regulation (recommendation: make the header and part 1 publicly available)*
- 2. Compliance check and risk screening (initial; part 2 is internal only to the Agency, not published)*

The ground for the record is (tick the relevant one):

- Regularization of a data processing operation already carried out
- Record of a new data processing operation prior to its implementation
- Change of a data processing operation
- Migration from notification to record.

Task Force on harmonised sport statistics in the EU	
1	Last update of this record (where applicable) N/A as new processing
2	Short description of the processing GOPA will select experts and handle their personal data to build up a Task Force (TF) who will, amongst other tasks, provide expert consultation on sport statistics to Member States and other stakeholders e.g., Ministries of Sports and Education, Expert Group on Sport Statistics etc. The TF shall comprise representatives from National Statistical Institutes (NSIs), universities or research institutes or ministries with experience on research and data analysis on sport statistics and sport economy. The TF should ideally cover all 27 EU MS, but at least 15 EU MS (up to 36 experts in total), and as a principle a maximum of two experts represent each country. The TF will present its findings in the form of a written report.
Part 1 - Article 31 Record	

3	Name of the Controller Unit(s) and/or function of person acting on behalf of the Controller
	Controller: European Education, and Culture Executive Agency Unit A3: Yves Le Lostecque Yves.Le-Lostecque@ec.europa.eu
4	Contact details of the Data Protection Officer (DPO)
	EACEA-data-protection@ec.europa.eu
5	Name and contact details of joint controller (where applicable)
	n/an/a
6	Name and contact details of processor (where applicable)
	GOPA Luxembourg 87 route de Luxembourg L - 7240 Luxembourg sports-statistics@gopa.lu / statistics@gopa.lu +352 27 86 09 16
7	Purpose of the processing
	<p>In order to select the members of the Task Force on harmonised sport statistics in the EU, personal data of applicants need to be processed. When assessing applications, the contractor and the contracting authority, will take into account the presence of a proven and relevant competence and experience, preferably at European and/or international level, of the proposed organisation and its representative in areas relevant to the objectives and actions of the Task Force. The relevant information should be included in the applicants CVs. The CVs will be processed in order to select the members of the TF.</p> <p>The relevant information/data categories to be processed are listed under point 9). Personal data of experts will also be processed to follow-up and manage the experts' work.</p>
8	Description of the categories of data subjects
	<p>Whose personal data are being processed? In case data categories differ between different categories of persons, please explain as well (e.g. suspects vs. witnesses in administrative inquiries)</p> <p><input type="checkbox"/> Agency staff (Contractual and temporary staff in active position)</p> <p><input type="checkbox"/> Visitors to the Agency</p> <p><input checked="" type="checkbox"/> Contractors providing goods or services</p> <p><input checked="" type="checkbox"/> Applicants (technical experts in sport statistics, including health-enhancing physical activity, statistics, National accounts and Sport Satellite Accounts, sports and health economists)</p> <p><input type="checkbox"/> Relatives of the data subject</p> <p><input type="checkbox"/> Complainants, correspondents and enquirers</p> <p><input type="checkbox"/> Witnesses</p> <p><input type="checkbox"/> Beneficiaries</p>

	<input checked="" type="checkbox"/> External experts (as mentions above under applicants) <input type="checkbox"/> Contractors <input type="checkbox"/> Other, please specify:
9	Description of personal data categories
	<p>Indicate <u>all</u> the categories of personal data processed and specify which personal data are being processed for each category (between brackets under/next to each category):</p> <p>a) Categories of personal data:</p> <p><input type="checkbox"/> in the form of personal identification numbers</p> <p><input type="checkbox"/> concerning the physical characteristics of persons as well as the image, voice or fingerprints</p> <p><input type="checkbox"/> concerning the data subject's private sphere</p> <p><input checked="" type="checkbox"/> concerning pay, allowances and bank accounts</p> <p><input checked="" type="checkbox"/> concerning recruitment and contracts</p> <p><input type="checkbox"/> concerning the data subject's family</p> <p><input checked="" type="checkbox"/> concerning the data subject's career</p> <p><input type="checkbox"/> concerning leave and absences</p> <p><input checked="" type="checkbox"/> concerning missions and journeys</p> <p><input type="checkbox"/> concerning social security and pensions</p> <p><input type="checkbox"/> concerning expenses and medical benefits</p> <p><input checked="" type="checkbox"/> concerning telephone numbers and communications</p> <p><input checked="" type="checkbox"/> concerning names and addresses (including email addresses)</p> <p><input type="checkbox"/> Other: please specify: _____</p> <p>b) Categories of personal data processing likely to present <u>specific risks</u>:</p> <p><input type="checkbox"/> data relating to suspected offences, offences, criminal convictions or security measures</p> <p><input type="checkbox"/> data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)</p> <p>c) Categories of personal data whose processing is <u>prohibited</u>, with exceptions (art. 10):</p> <p><input type="checkbox"/> revealing racial or ethnic origin</p> <p><input type="checkbox"/> revealing political opinions</p> <p><input type="checkbox"/> revealing religious or philosophical beliefs</p> <p><input type="checkbox"/> revealing trade-union membership</p> <p><input type="checkbox"/> concerning health</p> <p><input type="checkbox"/> genetic data, biometric data for the purpose of uniquely identifying a natural person</p> <p><input type="checkbox"/> concerning sex life or sexual orientation</p> <p>d) Specify any additional data or explanatory information on the data being processed, if any</p>

10	<p>Retention time (time limit for keeping the personal data)</p> <p>Indicate the period of storage:</p> <p>The data will be stored in its expert database for a maximum of 13 months after the end of this contract between GOPA/EACEA: Contract N°SI2.862371, Support to the development of harmonised sport statistics in the EU, European Education and Culture Executive Agency (EACEA). After the period of 13 months, the data GOPA will submit the data to EACEA where it will be stored during up to 10 years in order to be conform to the Commission's retention policy.</p> <p>GOPA will delete the CV and related personal data and documents, unless it is required by statutory obligations to keep them for a longer period (for instance for audit purposes obligatory in services provided through public procurement).</p> <p>Is any further processing for historical, statistical or scientific purposes envisaged? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no</p> <p>If yes, indicate the further retention time:</p>
11	<p>Recipients of the data</p> <p>Who will have access to the data within the Agency or outside?</p> <p><i>Note: no need to mention entities that may have access in the course of a particular investigation/visit/ inspection (e.g. OLAF, EO, EDPS).</i></p> <ul style="list-style-type: none"> • Staff of the contractor GOPA who need to have access to the data strictly for performance, management and monitoring of the contract. The subcontractor Sheffield Hallam University, • Authorised staff of the European Commission relevant services, such as DG ESTAT, DG EAC, • Authorised staff of EACEA <p>Personal data of selected experts might be exchanged between them in order to allow them performing their tasks.</p> <p>In addition, data may be disclosed to public authorities and processed by these authorities in compliance with the applicable data protection rules according to the purpose of the processing, including inter alia:</p> <ul style="list-style-type: none"> • The European Court of Justice or a national judge as well as the lawyers and the agents of the parties in case of a legal procedure; • The competent Appointing Authority in case of a request or a complaint lodged under Articles 90 of the Staff Regulations; • OLAF in case of an investigation conducted in application of Regulation (EC) No 1073/1999; • The Internal Audit Service of the Commission within the scope of the tasks entrusted by article 118 of the Financial Regulation and by article 49 of the Regulation (EC) No 1653/2004; • IDOC in line with Commission Decision of 12 June 2019 laying down general implementing provisions on the conduct of administrative inquiries and disciplinary proceedings - C(2019)4231 and Commission Decision (EU) 2019/165 of 1 February 2019 Internal rules

	<p>concerning the provision of information to data subjects and the restriction of certain of their data protections rights in the context of administrative inquiries, pre-disciplinary, disciplinary and suspension proceedings;</p> <ul style="list-style-type: none"> • The Court of Auditors within the tasks entrusted to it by Article 287 of the Treaty on the Functioning of the European Union of the EC Treaty and Article 20, paragraph 5 of Regulation (EC) No 58/2003; • The European Ombudsman within the scope of the tasks entrusted to it by Article 228 of the Treaty on the Functioning of the European Union; • The European Public Prosecutor's Office within the scope of Article 4 of Council Regulation (EU) 2017/1939 of 12 October 2017 implementing enhanced cooperation on the establishment of the European Public Prosecutor's Office.
12	<p>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</p> <p>No</p>
13	<p>General description of the technical and organisational security measures</p> <p>Include a general description of your technical and organisational security measures that you could also provide to the data subjects and general public.</p> <p>Security measures at GOPA office Luxemburg:</p> <ul style="list-style-type: none"> • Access to the local server room restricted by pin code. • Policy/security operating procedures defined and technical measures enforced for Wi-Fi access: Password-secured • Password policy is defined and its compliance enforced by technical means • AntiVirus software on all clients and servers with a central management and alert via SCCM • Only staff members who have to work with the data are granted access to it. Every user who want to access the information need to have an account with username and a password. <p>Security measures at EACEA office:</p> <p>The European Commission's IT systems used by the Agency abide by the Commission's security guidelines. The Agency must comply with Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission.</p> <p>1. Organisational measures:</p> <p>A Corporate Local Informatics Security Officer (C-LISO) is in place. Its role includes supervising the Agency compliance with the relevant regulations, and the application of security measures recommend by DIGIT.</p> <p>Organisational measures include appropriate access rights and access control. As a rule within the Agency, access to information systems, the file system or offices are subject to a series of authorisations where the person granting the access is different from the person requesting or authorising the access - except in limited cases of delegation. The responsible person in the unit in charge of this action (processing operation of the current record) collects and places the documents on the secured drives of the Commission and all Agency staff are bound by a confidentiality obligation. The need to know principle applies in all cases.</p>

	<p>2. Technical measures:</p> <p>State of the art technical cybersecurity measures are implemented in the corporate systems, according to the security needs. Those measures are in constant evolution.</p>
14	<p>Information to data subjects / Privacy Statement</p> <p>A Data Protection Notice (Privacy statement) will be published on GOPA's Luxembourg (contractor website) together with the call for expression of interest to the attention of the experts.</p>