

# RECORD OF PROCESSING ACTIVITIES

## MANAGEMENT OF CONFERENCES

### 1. PROCESSING PARTIES

#### 1.4 CONTROLLER NAME

Authority for Anti-Money Laundering Authority  
and Countering the Financing of Terrorism  
(AMLA)  
MesseTurm  
Friedrich-Ebert-Anlage 49  
60308 Frankfurt am Main  
Germany

#### RESPONSIBLE UNIT

Communications Unit/Team, Executive Director

#### 2.4 DATA PROTECTION OFFICER name

DPO

#### CONTACT DETAILS

[DPO@amla.europa.eu](mailto:DPO@amla.europa.eu)

#### 3.4 PROCESSOR NAME (IF APPLICABLE)

PPLive  
GmbH, Walther-von-Cronberg-Platz 6, 60594  
Frankfurt am Main

#### CONTACT DETAILS

[kontakt@pp-live.com](mailto:kontakt@pp-live.com)

#### 4.4 JOINT CONTROLLERS NAME (IF APPLICABLE)

N/A.

#### CONTACT DETAILS

### 2. PROCESSING ACTIVITY

#### ! NAME OF THE ACTIVITY

Management of Conferences

#### ! PURPOSE OF THE PROCESSING OF PERSONAL DATA

The purpose of this processing activity is to conduct outreach activities aimed at engaging stakeholders, informing the public and interested parties about the work of AMLA, and fostering communication with relevant audiences through the organization of conferences and large events. The overall purpose is supporting AMLA's objective of transparency, stakeholder engagement, and

effective dissemination of information related to its mission and activities. The organisation and successful completion of a conference entails different types of processing activities:

- creating and maintaining contact lists to send invitations, deliver information pertaining to AMLA conferences, providing the interested parties with access to documents pertaining to the conference and managing the public relations aspects.
- Ensuring secure access to the premises of the conference
- Event reporting including taking photos and audio-video recordings
- Possible distribution and publication of the audio-video and photographic material
- Event follow-up actions, such as distribution of reports
- Managing contact details for communication purposes linked to the conference
- Managing contact details for sending invitations
- Managing contact details for sending invitations to future events
- Using VCT platform for organising online event
- Recording of conference sessions, if applicable
- Management of reimbursement of travel and/or accommodation expenses, if applicable
- Management of dietary preferences, if applicable
- Management of personal data in order to accommodate persons with disabilities, if applicable.

**OTHER PURPOSES**

Use of audio/video recordings for the creation of promotional material

**LEGAL BASIS**

Choose applicable as per Article 5(1) of Reg. (EU) 2018/1725:

Check (YES/NO)

<p><b>Art. 5(1)(a)</b> For the performance of a task carried out in public interest or under AMLA Regulation</p>	<p><input checked="" type="checkbox"/> <b>Yes</b></p>	<p><i>Please name the task:</i>                  Recital 22 EUI DPR:                  "Processing of personal data for the performance of tasks carried out in the public interest by the Union institutions and bodies includes the processing of personal data necessary for the management and functioning of those institutions and bodies."                  This processing is based on Article 5 of the AMLA Regulation, which establishes AMLA's mandate and tasks. Communication activities are necessary for the effective</p>
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		functioning and visibility of the Authority.
<b>Art. 5(1)(b)</b> For complying with a legal obligation upon the Unit/Authority	<input type="checkbox"/>	<i>Please specify the legal obligation:</i> <a href="#">Click or tap here to enter text.</a>
<b>Art. 5(1)(c)</b> For contractual reasons of the Data Subject	<input type="checkbox"/>	
<b>Art. 5(1)(d)</b> The Data Subject has given consent for one (or more) purposes as listed above	<input checked="" type="checkbox"/>	<i>Please explain how the consent is gathered:</i> Consent is gathered via the registration form – each type of data subject will be prompted to provide affirmative action with a tick box on those processing purposes governed under consent
<b>Art. 5(1)(e)</b> For protecting the vital interests of the data subject	<input type="checkbox"/>	<i>Please specify:</i> <a href="#">Click or tap here to enter text.</a>

**! NECESSITY OF THE PROCESSING OF PERSONAL DATA**

As an EU Authority, AMLA has a responsibility to ensure transparency about its mission, activities, and developments in the area of anti-money laundering and countering the financing of terrorism. Effective communication with stakeholders, obliged entities, media, and the broader public is essential for building awareness, fostering cooperation, and supporting the successful implementation of AMLA's mandate.

Without processing this data, AMLA would be unable to conduct targeted outreach, ensure that communications reach interested parties, or respect individual preferences regarding the receipt of information.

The purpose of the processing of personal data is to enable the registration and participation of participants. The proper participation requires registration of the data subjects to be able to participate in the event and establishes lists of attendants necessary to plan access and security.

The processing ensures that the correct participants receive information regarding the conference. This ensures that the participants receive the relevant information regarding access to the venue and supports the safety of participants by managing access to relevant parties only .

**! DATA SUBJECTS**

Staff (TA/CA)

SNEs

Member States/ Competent authorities contacts

- Trainees
- Outsourced personnel

- Other contacts (please specify) Private Sector Participants, Academia, journalists, interinstitutional contacts (e.g., European Commission, EU agencies, and other EU institutions and bodies)
- Other (please specify) Data Subjects are divided in three groups: Participants, Speakers and VIPs

**! CATEGORIES OF PERSONAL DATA**

For all Data Subjects

- Name
- Surname
- Place/Date of Birth
- Courtesy titles
- Nationality
- ID Card/Passport Number/ Personal Number (only as check for security and attendance purposes)
- Picture
  - Headshots for Speakers,
  - Pictures taken during the event of all participants

- Communication Data (Email Account, Telephone Number, Address Work or Personal - please specify)
  - Email Account
  - Telephone Number
  - Organisation
- Title, Function
- Financial information for potential reimbursements for speakers
- Bio of speakers
- Dietary Preferences
- Personal Data Regarding disabilities
- Others (Cover letter, professional certificates, language certificates, motivation letters and the data categories that may be inserted in those documents)

**! DATA RETENTION**

<i>Data category</i>	<i>Time limit</i>
Identification and contact data (name, surname, title, nationality, email address, telephone number, etc)	Speakers: Will be retained for 10 years in direct relation to references to our website. Participants: Will be retained for 13 months after the conference in order to shape the participant list for the next edition
Dietary preferences and health data	Will be retained for 10 days after the conference

<p>Audio/Visual data including BIO, headshots and photographs, videos, recordings</p>	<p>10 years –materials will be uploaded on AMLA’s website or used for other promotional material</p>
<p>Financial information (Bank Account or Others – please specify)</p>	<p>Speakers: Will be retained as long as necessary and as short as possible only in order to finalize potential payments necessary to speakers .</p>

**3. DISCLOSURE OF PERSONAL DATA - RECIPIENTS WHERE PERSONAL DATA IS DISCLOSED**

**! INTERNAL UNITS**

*(Please list all internal entities to whom the data will be disclosed):*

- Communications
- Legal and Governance
- Executive Office

**! THIRD COUNTRIES AND/OR INTERNATIONAL ORGANISATIONS**

*(If this is the case, please document the additional safeguards in compliance with Art. 48 of the DPR):*

N/A

**! MEMBER STATES AUTHORITIES OR THIRD PARTIES (i.e.: private sector) WITHIN THE EU**

[Click or tap here to enter text.](#)

PP-Live (and its subcontractors)

Where applicable, the general public for photos and videos posted on AMLA website and AMLA social media websites. Note that the AMLA’s website is managed by the European Commission, who is our processor. The EU Commission uses AWS to host websites. You can check its Record in its central register: <https://ec.europa.eu/dpo-register/search>

**4. PRIVACY STATEMENT/ DATA PROTECTION NOTICE**

<p>FOR MORE INFORMATION INCLUDING HOW TO EXERCISE YOUR RIGHTS TO ACCESS, RECTIFICATION, OBJECT AND</p>	<p>Please insert a link if available, or the text of the Privacy Statement:          Your personal data is processed by AMLA (Communications Unit), who is the Controller, for the purpose of management of conferences and large events. The overall purpose of the organization of conferences is supporting AMLA’s objective of transparency, stakeholder engagement, and effective</p>
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DATA PORTABILITY (WHERE APPLICABLE).

FOR DRAFTING OF THE PRIVACY STATEMENT, PLEASE FOLLOW ART. 15-16 OF THE DPR.

dissemination of information related to its mission and activities. You can contact the Controller at [conference@amla.europa.eu](mailto:conference@amla.europa.eu)

The organisation and successful completion of a conference entails different types of processing activities:

- creating and maintaining contact lists to send invitations, deliver information pertaining to the AMLA Conference, providing the interested parties with access to documents pertaining to the conference and managing the public relations aspects; Ensuring secure access to the premises of the conference; Event recording including taking photos and audio-video recordings; Possible distribution and publication of the audio-video and photographic material; Event follow-up actions, such as distribution of reports; Managing contact details for communication purposes linked to the conference; Managing contact details for sending invitations; Using video-conferencing platforms; Recording of conference sessions, if applicable; Management of reimbursement of travel and/or accommodation expenses, if applicable; Management of dietary preferences, if applicable; Management of personal data in order to accommodate persons with disabilities, if applicable. You may contact the Data Protection Officer of AMLA at: [dpo@amla.europa.eu](mailto:dpo@amla.europa.eu) regarding issues related to the processing of your personal data. The legal basis for processing your personal data is based the performance of the Authority's tasks carried out under Article 5(1)(a) EUI DPR, particularly in relation to Recital 22 EUI DPR: "Processing of personal data for the performance of tasks carried out in the public interest by the Union institutions and bodies includes the processing of personal data necessary for the management and functioning of those institutions and bodies".

In addition, some of the processing activities are based upon consent under Article 5(1)(d) EUI DPR, in particular, those related to event follow-up actions, the management of dietary preferences, and the processing of personal data to accommodate persons with disabilities, if applicable.

Your consent related to matters related to the recording, pictures, photographs and bios is gathered via [to be modified as necessary].

Your data will related to your identification, such as name, surname, courtesy titles, nationality, headshot and pictures will be retained by AMLA for 10 years.

The recipients of your data will be AMLA Legal and Governance Unit, AMLA Executive Bureau Unit. PP LIVE GmbH will be processing your data on our behalf.

You have the right to access, rectify, erase, restrict your data, as well as to the right to object to the processing and the right to data portability subject to the conditions set in Articles 17 to 24 of the EUI DPR. If you would like to exercise any of these rights, contact the controller or the DPO. You have the right to lodge a complaint with the European Data Protection Supervisor ([https://edps.europa.eu/data-protection/our-role-supervisor/complaints/edps-complaint-form\\_en](https://edps.europa.eu/data-protection/our-role-supervisor/complaints/edps-complaint-form_en)) if you consider that your data protection rights have been infringed.

Your data will not be transferred to third countries or international organizations and will not be used for an automated decision-making including profiling.

! Please explain how you intend to provide the Privacy Statement to the Data Subjects (i.e. via email, teams, Website, etc.):

The privacy statement will be made available to the data subjects for review and approval through the registration form. It will be shared via the online portal, which will be shared via email.

5. DATA SECURITY

! ORGANISATIONAL MEASURES

Access to data is restricted to authorised staff within the relevant teams on a need-to-know basis.

Staff with access to personal data for outreach activities are made aware of their data protection obligations and handle personal data in accordance with the data protection rules defined for this activity.

A data processing agreement is set up with the processor to ensure data security.

! TECHNICAL MEASURES

	Check (YES)	Description (if YES)
<b>Pseudonymisation or Encryption</b>	YES <input type="checkbox"/>	<a href="#">Click or tap here to enter text.</a>
<b>Measures to ensure:</b>		
– Confidentiality of Data	Yes <input type="checkbox"/>	<a href="#">Access to contact lists and subscriber data is restricted to authorised personnel through access controls and user authentication.</a>
– Integrity of Data	Yes <input type="checkbox"/>	<a href="#">Systems used for storing and managing data maintain audit logs and version control to prevent unauthorised modification.</a>
– Availability of Data	YES <input type="checkbox"/>	<a href="#">Data is stored on reliable platforms with appropriate backup and recovery procedures in place.</a>

<p><b>Resilience of Systems and Services</b></p>	<p>Yes <input type="checkbox"/></p>	<p>The platforms used benefit from the resilience measures of the hosting environment</p>
<p><b>Restoration of availability and access to Personal Data in a timely manner</b></p>	<p>Yes <input type="checkbox"/></p>	<p>Backup and recovery procedures of the platform provider ensure timely restoration in case of incident.</p>
<p><b>Process for testing, assessing and evaluation of the effectiveness the measures</b></p>	<p>Yes <input type="checkbox"/></p>	<p>Security measures are subject to periodic review in line with AMLA's internal IT security policies and, where applicable, the security frameworks of the platform providers. .</p>