

## Record of Processing Activity

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### Board <sup>(1)</sup> Meetings

#### 1. Introduction

AMLA collects and further processes personal data in accordance with Regulation (EU) 2018/1725 <sup>(2)</sup>

This privacy statement explains the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data in the context of Board meetings organised by AMLA. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, and the European Data Protection Supervisor.

#### 2. Why do we process your personal data?

AMLA collects and uses your personal information for the purpose of the organisation of the online Board meetings. Namely, AMLA will use your data to provide you with information about the Board meeting (before, during and after) and to allow your participation in that meeting. Additionally, your personal data may be processed the documentation of the meeting (e.g., minutes). The meeting may be recorded. If you do not wish to appear on the record, you can switch off your camera and audio while the recording is on, unless you are a speaker in the meeting.

Your personal data will not be used for any automated decision-making including profiling.

#### 3. On what legal ground(s) do we process your personal data?

The processing operations on personal data, linked to the organisation, management, follow-up and promotion of the meeting or event (including web-streaming, audio-visual recording) are necessary for the management and functioning of AMLA, as mandated by the Treaties. Those provisions are, in particular, Article 11 of the Treaty on European Union and Article 15 of the Treaty on the Functioning of the European Union.

Consequently, those processing operations are lawful under Article 5(1)(a) of Regulation (EU) 2018/1725 (processing is necessary for the performance of a task carried out in the

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<sup>(1)</sup> Where reference is made to the 'Board', this reference shall cover the General Board in supervisory composition or FIU composition, or both compositions.

<sup>(2)</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council 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.

public interest or in the exercise of official authority vested in the Union institution or body).

Furthermore, in compliance with Article 5(1)(d) of Regulation (EU) 2018/1725, your consent is required for the following actions during the meeting or event (if applicable):

- the sharing of the meeting or event participants list, containing your name and affiliation, with other participants. In addition, further information will be given if there are specific purposes for such sharing (e.g. for the purpose of future collaboration);
- the sharing of the meeting/event participants list, containing your name and affiliation, among participants, in order to create working groups to continue the collaborative work launched during the meeting/event;
- the processing of your personal data for inviting you to future events the data controller may organise;

Your consent for these processing activities can be withdrawn at any time. To do so, please contact AMLA through the contact form in the [contact us](#) page of its website by choosing the topic “Personal Data Protection Policy”

#### 4. Which personal data do we collect and further process?

The following personal data may be processed in the context of the meeting:

- contact details (function/title, first name, last name, name of organisation, city, country, e-mail address, telephone number);
- video- and audio-recording of the participants.

No other third parties will have access to your personal data, except if required by law.

#### 5. How long do we keep your personal data?

The Data Controller only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing.

For each of the categories of personal data that may be processed, please find below the retention details and the reference to the relevant record of processing:

- Personal data related to the organisation and management of the meeting or event (this includes the information given during the registration, before, during or after the event) will be kept for **five years** after the meeting or event.
- Sensitive personal data relating to dietary and/or access requirements will be deleted as soon as they are no longer necessary for the purpose for which they have been collected in the framework of the meeting or event, but no later than **1 month** after the end of the meeting or event.
- Recordings from the web-streamed meeting will be kept for **2 years** before being deleted.

- In case of audio-visual recording of the meeting, the recordings will be kept until the minutes have been approved.

## **6. How do we protect and safeguard your personal data?**

In the start-up phase of AMLA, personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission and AMLA servers. All processing operations are carried out pursuant to [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

No decision is taken by AMLA in the context of this processing activity solely on the basis of an automated processing of your personal data (i.e., processing without human intervention, for example profiling [evaluating or predicting your behaviour using automated tools])

## **7. Who has access to your personal data and to whom is it disclosed?**

Access to your personal data is provided to the AMLA staff responsible for carrying out this processing operation and to other authorised Commission staff from the AMLA Taskforce according to the “need to know” principle. Such staff abide by applicable statutory rules, and when required, additional confidentiality agreements.

## **8. International transfers**

No personal data is sent to a third country or an international organisation outside the EU/EEA in the context of this processing activity.

## **9. What are your rights and how can you exercise them?**

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular, the right to access, rectify, erase and/or port your personal data, as well as to restrict or object to the processing of your personal data. You can exercise your rights by contacting the data controller AMLA through the contact form in the [contact us](#) page of AMLA’s website by choosing the topic “Personal Data Protection Policy”, whereby you shall specify your claim (i.e. the right(s) you wish to exercise).

Should you feel that the processing infringes the data protection rules, you are entitled to raise a complaint with the European Data Protection Supervisor ([www.edps.europa.eu](http://www.edps.europa.eu)).

## **10. Who shall I contact in case of doubts?**

Should you have any question or doubt on this processing operation, you should contact us through the contact form in the [contact us](#) page of its website by choosing the topic “Personal Data Protection Policy”. AMLA is in its start-up phase and the data protection officer has not been yet appointed. As soon as the DPO is appointed, his contact details will be made available on [AMLA’s website](#).