



RECORD OF A PERSONAL DATA PROCESSING ACTIVITY

according to Article 31 of [Regulation \(EU\) 2018/1725](#)

Title
Ask APDESK

1) Controller(s) ¹ of data processing activity (Article 31.1(a))
EFSA unit in charge of the processing activity: Applications Desk Unit (APDESK)
EFSA Data Protection Officer (DPO): DataProtectionOfficer@efsa.europa.eu
Is EFSA a co-controller? No
If yes , indicate who is EFSA's co-controller:

2) Who is actually conducting the processing? (Article 31.1(a))
The data is processed by EFSA itself X
<i>Indicate the EFSA units or teams involved in the data processing:</i>
Staff of APDESK Unit and as needed also staff of the REPRO Unit competent for the food safety authorisation process.
The processing operation is conducted together with an external party <input type="checkbox"/>
<i>Please provide below details on the external involvement:</i>

3) Purpose of the processing (Article 31.1(b))
The purpose of the 'Ask APDESK' tool is to allow prospective applicants regarding regulatory processes within EFSA's food safety remit to raise clarification questions to EFSA and to ensure that these questions are replied.

4) Legal basis and lawfulness of the processing (Article 5(a)–(d)):
<i>Processing necessary for:</i>
(a) a task carried out in the public interest or in the exercise of official authority vested in EFSA X
(b) compliance with a legal obligation to which EFSA is subject <input type="checkbox"/>

¹ The controller decides on the purposes and means of the data processing. In case of joint controllership (e.g. systems of the European Commission applied by EFSA or jointly with another agency), EFSA is a co-controller.

(c) performance of a contract with the data subject or to prepare such contract

☐

(d) The data subject has given consent (ex ante, explicit, informed)

☐

Further details on the legal basis:

5) Description of the categories of data subjects (Article 31.1(c))

Whose personal data are processed?

EFSA statutory staff

☐

Other individuals working for EFSA (consultants, trainees, interims, experts)

☐

Stakeholders of EFSA, including Member State representatives

☐

Contractors of EFSA providing goods and services

☐

The general public, including visitors, correspondents, enquirers

☒

Relatives of the data subject

☐

Other categories of data subjects (please detail below)

☐

Further details concerning the data subjects whose data are processed:

Prospective applicants regarding regulatory processes within EFSA's food safety remit.

6) Type of personal data processed (Article 31.1(c))

a) General personal data

The personal data concerns:

Name, contact details and affiliation

☒

Details on education, expertise, profession of the person

☒

Curriculum vitae

☐

Financial details

☐

Family, lifestyle and social circumstances

☐

Goods and services the person provides

☐

Other personal data (please detail):

☐

b) Sensitive personal data (Article 10)

The personal data reveals:

Racial or ethnic origin of the person ☐

Political opinions or trade union membership ☐

Religious or philosophical beliefs ☐

Health data or genetic or biometric data ☐

Information regarding the person's sex life or sexual orientation ☐

Further details concerning the personal data processed:

Data introduced in the question form

(<http://www.efsa.europa.eu/en/applications/askaquestion>): Name, e-mail address, affiliation, name of organisation (optional), country, scientific area, subject, question number (optional), question.

7) Recipients of the data (Article 31.1(d))

Line managers of the data subject ☐

Designated EFSA staff members ☒

Other recipients (*please specify*): ☐

- APDESK Unit ;
- IT Systems Unit, providing technical support and maintenance of the on-line tool ;
- Units within REPRO Directorate (in some exceptional cases also within the other two scientific Directorates, depending on the issues covered by the question) whose advice contribution is required before answering questions or for optimising guidance.

8) Transfers to recipients outside the EEA (Article 31.1 (e))

Data are transferred to third country recipients:

Yes ☐ No ☒

If yes, specify to which third country:

If yes, specify under which safeguards:

Adequacy Decision of the European Commission	<input type="checkbox"/>
Standard Contractual Clauses	<input type="checkbox"/>
Binding Corporate Rules	<input type="checkbox"/>
Memorandum of Understanding between public authorities	<input type="checkbox"/>

9) Technical and organisational security measures (Article 31.1(g))

How is the data stored?

- On EFSA's Document Management System (DMS) ☐
- On a shared EFSA network drive or in an Outlook folder ☒
- In a paper file ☐
- Using a cloud computing solution (please detail the service provider and main characteristics of the cloud solution, e.g. public, private) ☐
- On servers of an external service provider ☐
- On servers of the European Commission or of another EU Institution ☐
- In another way (*please specify*): ☐

Please provide some general information on the security measures applied:

Upon submission, questions including personal data are stored on the EFSA network

10) Retention period (Article 4.1 (e))

Personal data processed in the context of 'Ask APDESK' is kept for maximum 2 years, with a view of providing tailored feedback to requesters in case of follow-up queries.

11) Consultation with the Information Security Officer

Was the ISO consulted on the processing operation ?

Yes ☐ No ☒

If yes, please provide some details on the consultation with the ISO:

12) Information given to data subjects (Articles 15 and 16)

Has information been provided to data subjects on the way their data is processed including how they can exercise their rights (access, rectification, objection, data portability)? Usually this information is provided in a Privacy Statement, specifying the controller's contact details. As possible, please provide a link to the relevant Privacy Statement or a description.

- Note on the processing of personal data in annex to the invitation letter to meetings, hearings or teleconferences with industry representatives;
- Data protection disclaimer on the web page "Ask a question":
<http://www.efsa.europa.eu/en/applications/askaquestion>

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Reference: DPO/COM/4