

EPNOE Association  
60 Bd St Michel  
75006 Paris  
France

Contacts  
contact@epnoe.eu  
www.epnoe.eu



European Polysaccharide  
Network Of Excellence

# General Data Protection Regulation of the European Union (European GDPR)

## EPNOE Documentation

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This document is describing the ways EPNOE is complying with the European General Data Protection Regulation.

## **1. Data Control Manager**

The representative of the President of EPNOE Association in case the President is a legal body or the President if it is an individual member is appointed as the Data Control Manager.

The Data Control Manager will be in charge of

- Educating the EPNOE Association members and employees on important compliance requirements
- Training staff on what is required to process data securely
- Conducting spot-checks and audits to ensure compliance with GDPR
- Addressing non-compliance, or potential security breaches proactively
- Acting as the primary point of contact between the EPNOE Association organization and the GDPR supervisory authorities
- Keeping detailed records of all data processing activities conducted by the business, which includes a detailed explanation of the purpose of all processing activities, which the DPO must make public on request
- Informing 'data subjects' about how their data is being used, their rights to have their personal data erased and explain what measures the EPNOE Association organization has put in place to protect their personal information

## **2. List of EPNOE databases containing personal data from individual persons. Description, collection methods and uses**

EPNOE is using the following databases, containing information from persons or organizations from all over the world.

### **2.1 Database #1: List of institutional EPNOE member's staff and of EPNOE individual members**

#### Collection methods

Voluntary request for being in the database.

List of persons provided by institutional EPNOE members.

#### Size of the database

The database contains about 150 entries.

#### Uses of the database

- Sending of information related to EPNOE activities.
- Sending of news of interests for EPNOE members.
- Sending of EPNOE meeting notifications, documentation and minutes.

#### Description of the personal information contained in the base

Title, First name, Last name, Email, Phone number, Company/Institute, Full Postal Address, Country, Expertise for Polysaccharide R&D, website

### **2.2 Database #2: List of subscribers of EPNOE Newsletter**

#### Collection methods

Voluntary registration of the EPNOE Newsletter.

#### Size of the database

The database contains about 1000 entries.

#### Uses of the database

Sending of the EPNOE Newsletter.



#### Description of the personal information contained in the base

Title, Gender, First name, Last name, Email, Subscriber Profile (Academia, Industry, Policy Maker, Press, Professional Organisation, Student, other), Fields of interest, Company/Institute, Position, Address, Country, Phone Number, Website

### **2.3 Database #3: List of scientists working in the polysaccharide area**

#### Collection methods

The database comprises:

- The list of institutional EPNOE member's staff and of individual members
- The list of subscribers of EPNOE Newsletter
- A list of entries collected from publicly accessible databases and from institutional web sites

#### Size of the database

The database contains about 12 000 entries.

#### Uses of the database

Sending information about EPNOE activities.

#### Description of the personal information contained in the base

Family Name, First Name, Email address

### **2.4 Database #4: List of on-going PhD/master in EPNOE's institutions**

#### Collection methods

Voluntary request for being in the database.

#### Size of the database

The database contains about 250 entries.

#### Uses of the database

Only for internal information of EPNOE members.

#### Description of the personal information contained in the base

First Name, Last Name, Type (PhD, post-doc, Master, other), Title / Topic, Key words, Institution name, Supervisors' name, Supervisors' email, address of location, email address of PhD student

### **3. Book keeping of prior-informed consents, requests for personal information and requests to be removed from a data base.**

A dedicated file will keep recorded (1) the prior-informed consents of persons named in the three EPNOE databases, (2) the requests to consult, complete, rectify or remove any of the information that EPNOE holds about a person or his/her organisation and (3) the requests to withdraw a prior informed consent.

### **4. Risk assessment and mitigation**

#### **4.1 Persons or organizations having access to databases**

Only the Data Control Manager will have access to the EPNOE databases.