



Vienna, 25 May 2018

Identification and Documentation of Processing Operations

1. **Description of the processing operation:**

IRV CIP processing of members' data.

2. **Who is responsible for the processing operation?**

Dipl.Ing. Dr. Christian JABOREK

3. **What personal data are processed?**

Surname, first name, postal address, phone number, fax number, mobile phone number, e-mail address, banking details.

4. **Who are the data subjects?**

Members of the Association.

5. **Are high-risk personal data processed?**

No.

6. **Do the data subjects belong to groups of persons that merit specific protection?**

No.

7. For what purpose are the data processed?

Information for the members and administration of the membership dues.

8. What is the legal ground for processing?

Entry in the Register of Associations kept by the District Administration Wien-Umgebung, ZVR number 712201492.

9. Consent

Processing is carried out on the basis of consent.

10. Is it ensured that the data are processed for this purpose only?

Yes.

11. Are all the data really needed?

All the data are needed.

12. Are data passed on to third parties within the EU?

No.

13. Are data passed on to third parties outside the EU?

No.

14. How long will the data be needed/saved? What does the need for the storage period arise from? Is the system configured so that data that are no longer required are erased automatically? If not, how is timely erasure ensured?

The data are stored until the membership expires and there are no membership dues outstanding. They are then erased by the secretariat.

15. Where are the data processed technically?

For reasons of technical security, the data are stored in the system of the Federal Ministry for Sustainability and Tourism and not on external PCs.

16. Are suitable technical and organisational data protection measures - taking the state of the art, the costs of implementation, and the nature, scope, circumstances and purpose of processing as well as the different likelihoods of occurrence and level of risk for the rights and freedoms of natural persons into account - taken?

a) Are the personal data pseudonymised in whole or in part?

No, since the name reference is always required for processing.

b) Are the personal data encrypted in whole or in part?

No.

c) How is the ongoing confidentiality, integrity, availability and resilience of the systems and services in connection with the processing operation ensured?

Confidentiality: Firewall systems of the Federal Ministry for Sustainability and Tourism

Integrity: regular data backup, recovery tests, malware protection, high-availability (HA) storage

Availability: redundant Internet connection, redundant technical components, HA concepts, monitoring, SLA monitoring

In addition, regular weakness analyses of the systems and services and monthly occasion-related security updates are carried out.

d) Is there a backup-recovery concept and an emergency concept (what do I have to do when, with whom and how, e.g. power failure, fire, etc.)?

The Federal Ministry for Sustainability and Tourism has a backup-recovery concept.

17. Is processing carried out by a processor?

Does this processor offer adequate guarantees that the processing is compliant with the GDPR?

No.

18. Where do the data originate from?

Directly from the data subject.

19. How are the data subjects informed?

Not necessary, since the data were obtained directly from the data subjects when they became members.

20. How are the data subjects informed about the existing processing operation?

By sending them the consent forms pursuant to Art. 7 of the General Data Protection Regulation (EU) 2016/679.

21. Is access to the personal data regulated within the responsible organisational unit?

The data are maintained exclusively by one person in the secretariat.