



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: JRC events, seminars, workshops, conferences, meetings, open/celebration/information days with or without outside participants

Data Controller: European Commission, *JRC*, Directorate and unit stated in the invitation letter (hereinafter organising entity)

Record reference: DPR-EC-00407

Table of Contents

- 1. Introduction**
- 2. Why and how do we process your personal data?**
- 3. On what legal ground(s) do we process your personal data?**
- 4. Which personal data do we collect and further process?**
- 5. How long do we keep your personal data?**
- 6. How do we protect and safeguard your personal data?**
- 7. Who has access to your personal data and to whom is it disclosed?**
- 8. What are your rights and how can you exercise them?**
- 9. Contact information**
- 10. Where to find more detailed information?**

1. Introduction

The European Commission is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [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.

This privacy statement explains the reason for the processing of your personal data in the context of the event for which you are being invited via AGM (hereinafter event). It 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. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing the event undertaken by the organising entity of the European Commission, is presented below.

The specific registration tool is managed considering: (Several optional texts based on the drop/down selection)

- Event organised by the JRC - inside the JRC.
- Event organised by the JRC - outside the JRC.

- Event organised by both the JRC and an external organisation - inside the JRC.
- Event organised by both the JRC and an external organisation - outside the JRC. In the specific case the event is organised in a third country (i.e. outside the EU/EEA) or by an external company based on a third country, provisions related to international transfers will need to be considered (point 7 –international transfers)

- Personal data are published on a publicly available website.
- Personal data are NOT published on a publicly available website.

- Reports (including a presence list) is shared between participants and organisations.
- Reports (including a presence list) is not shared between participants and organisations.

2. Why and how do we process your personal data?

Purpose of the processing operation: Organising entity collects and further processes your personal data to provide you with information about the event (before, during and after) and to process your application for participation in that event.

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 event (including web-streaming, photos, audio-visual recording) are necessary for the management and functioning of the Commission, 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 public interest or in the exercise of official authority vested in the Union institution or body).

If the controller has concluded a contract with the speakers for the meeting/event, the following applies:

The processing operations on personal data of the speakers for the event with whom a contract is concluded, are carried out in line with the contractual provisions. Consequently, that processing is necessary and lawful under Article 5(1)(c) of Regulation (EU) 2018/1725 (processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract).]

For meetings with external participants (which are not comitology or expert (group) meetings nor other working meetings of Commission staff with the staff of other EU institutions and bodies and Member States), the controller has to obtain consent for the processing operations indicated in AGM.

If you opt-in, you are giving us your explicit consent under Article 5(1)(d) of Regulation (EU) 2018/1725 to process your personal data for those specific purposes. You can give your consent by ticking the box(es) in AGM.

Your consent for these services can be withdrawn at any time:

- for unsubscribing from the newsletter, please send an e-mail to the meeting assistant indicated in the AGM invitation;
- for withdrawing consent that you have provided in order to benefit from other services, please contact the meeting assistant indicated in the AGM invitation.

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

The following personal data will be processed:

- Name, Surname, place/date of birth, nationality, address, title, organisational unit, name of organisation represented, office/mobile phone numbers, fax number, e-mail address (functional e-mail address of organisation recommended), identity document type/number, place/date of document issue, gender (needed for the right title), eventual banking information of invited experts or participants' organisation. If needed, evaluation criteria or CV might be requested to manage events with limited or restricted

available places. Minutes, reports, power point presentations or relevant documentation used during meetings can be collected and shared with meeting participants.

- Information about the accommodation (hotel name and address) and flight (flight reference, company, destination, time of departure/arrival) of the participants may be collected in order to organise the transportation/reimbursement of the participants.
- Photographs/pictures of groups of participants and organizers could be taken and published in the context of the event and in the framework of the JRC activities.
- Also live web streaming and/or audio and video recording of speakers and participants can be registered and published and/or shared in the framework of JRC activities.
- In case of external events, the payment of fees can be requested (e.g. accommodation, party,...). In case of invitation of experts, an eventual reimbursement can be provided.
- Information related to the cookies used will be specified in the Privacy Statement.
- In some cases, third party IT tools, including Social Media (to be specified in the Privacy Statement by the organiser).

An explicit consent will be required to collect the following personal data:

- Dietary requirements and/or access requirements,
- The sharing of the participants list containing name and affiliation with other participants from the EU, EEA or any country providing adequate protection,
- The sharing of the participants list containing name and affiliation with other participants from third countries or international organisations,
- The sharing of the participants list containing name and affiliation with other recipients from third countries or international organisations,
- The publication of of your personal data contained in minutes, reports, powerpoint presentations or relevant documentation used during meetings on a publicly available website or printed to illustrate communication material, photo albums and/or videos,
- The processing of your personal data for inviting you to future events the data controller may organise or for managing your subscription to a newsletter of the data controller. This specific case will be covered by Record "PR-EC-00240 - Contact lists & network partners databases at the JRC"

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 is processed, please find below the retention details and the reference to the relevant record of processing:

- All personal data related to the organisation and management of the event (this includes the information given during the registration, before, during or after the event) will be deleted **two years** after the last action in relation to the 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 event but no later than within **1 month** after the end of the event.
- Recordings from the web-streamed event will be kept for **2 years** before being deleted. More information is available in the Record of Processing DPR-EC-00306 (Web-streaming of Commission events).
- In case of audio-visual recording of the event, the recordings will be kept for **2 years** after the event before being deleted. More information is available in the Record of Processing DPR-EC-01937 (Audio-visual recording of meetings).
- In case of individual and/or group photographs or videos of the event, the recordings will be kept for **2 years** after the event before being deleted.

- Personal data shared with the Directorate-General for Human Resources and Security of the European Commission for the participants to gain access to Commission buildings is kept **for 6 months** after the termination of the link between the data subject and the Commission. More information is available in the Record of Processing:
 Ispra and/or Seville: DPR-EC-01239 – SECPAC or DPR-EC-01234 - Security Trustworthiness Check (Ispra)
 Karlsruhe: DPR-EC-00659 - Entrance permission and access control for physical protection (ZES+ZKS) at JRC in Karlsruhe
 Geel: DPR-EC-01932 - Acces control at JRC Geel
 Petten: DPR-EC-01959 - Access management system at the JRC in Petten.

Where needed, list of the participants is sent to the Security Service of the Commission for access control and entrance permission purposes by means of the relevant system used for registering visitors.

- Personal data shared with the controller for future mailing purposes (e.g., for receiving newsletters or invitations to similar events) are processed in line with the Record "DPR-EC-00240 - Contact lists & network partners databases at the JRC".
- Selected service providers for organisational purposes (such as caterers, travel agents or event management organisations) are contractually bound to process personal data on behalf of and in line with the instructions of the data controller, keep confidential any data they process and protect it from unauthorised access, use and retention.

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

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. 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.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

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

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

When explicitly agreed by you, some of your personal data (publications of minutes, reports, powerpoint presentations or relevant documentation used during meetings, name and affiliation of participants and /or speakers) will be published on a publicly available website or printed to illustrate communication material, photo albums, etc.

Cookies (*when applicable*)

Cookies are short text files stored on a user’s device (such as a computer, tablet or phone) by a website. Cookies are used for the technical functioning of a website (functional cookies) or for gathering statistics (analytical cookies).

The registration for the event takes place via a Commission website. The cookies employed by the Commission on the registrant’s device for that purpose will be covered by the cookie policy of the Commission, which is available here: https://ec.europa.eu/info/cookies_en.

When you visit the website(s) of our event and when you register, we will keep the browser history of your visit for a maximum of 1 year according to Record “DPR-EC-00406 E-services on JRC websites”. In context of investigations of security incidents the data could be further processed following notification DPO-3783-2 DIGIT Cybersecurity operations, where a different retention period applies. This information will then be deleted. The collection, aggregation and anonymising operations are performed in the data centre of the European Commission under adequate security measures.

Cookies are stored by Europa Analytics, the corporate service which measures the effectiveness and efficiency of the European Commission's websites on EUROPA. More information is available in the Record of Processing DPR-EC-00685 (Europa Analytics).

Enabling these cookies is not strictly necessary for the website to work but it will provide you with a better browsing experience. You can delete or block these cookies, but if you do that, some features of the meeting/event website may not work as intended.

The cookie-related information is not used to identify data subjects personally and the pattern data is fully under the Commission’s control. These cookies are not used for any purpose other than those described here.

Should you wish to opt your personal data out of our anonymised, aggregated statistics, you can do so on our cookies page. In particular, you can control and/or delete those cookies as you wish.

Third party IT tools, including Social Media

We can use third party IT tools to inform about and promote the event through widely used communication channels, including the social media. For detailed information about the use of social media by the European Commission, see the Record of Processing DPR-EC-00073 (Social Media Use by the European Commission).

In order to protect your privacy, our use of third party IT tools to connect to those services does not set cookies when our website pages are loaded on your computer (or other devices), nor are you immediately redirected to those social media or other websites. Only in the event that you click on a button or “play” on a video to watch it, a cookie of the social media company concerned will be installed on your device. If you do not click on any social media buttons or videos, no cookies will be installed on your device by third parties.

In order to view such third-party content on our websites, a message will alert you that you need to accept those third parties’ specific Terms and Conditions, including their cookie policies, over which the Commission has no control.

We recommend that users read the relevant privacy policies of *the third party IT tools* carefully before using them. These explain each company’s policy of personal data collection and further processing, their use of data, users’ rights and the ways in which users can protect their privacy when using those services.

The use of a third party IT tool does not in any way imply that the European Commission endorses them or their privacy policies. In the event that one or more third party IT tools are occasionally unavailable, we accept no responsibility for lack of service due to their downtime.

International transfers

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

8. 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, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) of Regulation (EU) 2018/1725 on grounds relating to your particular situation.

You have consented to provide your personal data to the data controller for the present processing operation. You can withdraw your consent at any time by notifying the data controller indicated in the AGM invitation. The withdrawal of your consent will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

You can exercise your rights by contacting the data controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller indicated in the AGM invitation.

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the data controller.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the European Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-EC-00407 - JRC events, seminars, workshops, conferences, meetings, open/celebration/information days with or without outside participants.