



EUROPEAN COMMISSION
DG REFORM

Directorate General for Structural Reform Support
Unit A2- Planning, Evaluation & Coordination of Support

PRIVACY STATEMENT FOR MEETINGS AND EVENTS ORGANISED BY DG REFORM

PROTECTION OF YOUR PERSONAL DATA

Processing operation: Processing of personal data linked to meetings and events

Data Controller: European Commission, DG REFORM

Record reference: DPR-EC-01063

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1. Introduction

The European Commission (hereafter 'the 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 a meeting or event organised by Directorate General for Structural Reform Support of the Commission (hereafter 'DG REFORM'). 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.

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

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

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

Live web-streaming and audio-visual recording of the speakers, organisers and participants, as well as photographs of the speakers and panoramic photographs of participants and organisers at the event or meeting will be taken and published in the context of the event or meeting at <https://webcast.ec.europa.eu/> and https://reform-support.ec.europa.eu/index_en.

The audience or non-speaker participants are not photographed individually or in groups. They may however appear on panoramic photographs of the whole event/audience.

Participants that do not wish to be part of the above web-streaming and recording/publishing activities have the possibility to object to processing.

The data subjects can object to processing by sitting in back rows which are not recorded/photographed.

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, 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).

Your consent is required for the following actions during the meeting or event:

- the list of participants to the meeting or event containing your name and affiliation will be shared with other participants. In addition, further information will be shared for specific purposes (e.g. future collaboration, creation of working groups);
- your personal data will be processed to invite you to future meetings or events that the Commission may organise;
- your personal data will be processed to manage your subscription to a newsletter of the Commission.

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 via a clear affirmative act by ticking the box(es) on the online registration form.

Your consent can be withdrawn at any time and detailed information on how to withdraw consent can be found under heading 8.

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

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

- contact details (first name, last name, name of organisation, country, e-mail address)
- nationality, passport or identity card number and its date of issue and expiry date, date of birth, so that the data subjects may obtain access to the premises of the European Parliament, where the event is held.

5. How long do we keep your personal data?

DG REFORM only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing.

Personal data needed to obtain access to the premises of the European Parliament, this includes the nationality, passport or identity card number and its date of issue and expiry date and date of birth will be **deleted after the conclusion of the meeting or event**.

Further contact details related to the organisation and management of the meeting or event, (this includes first name, last name, name of organisation, country, e-mail address) will be kept for **5 years** after the event.

Recordings from the web-streamed meeting or 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).

Personal data shared with DG REFORM for future mailing purposes (e.g. for receiving newsletters or invitations to similar events) are processed in line with the Record of Processing [DPR-EC-03928 \(Management of subscriptions to receive information\)](#) and the specific privacy statement prepared by the organising Commission service.

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 DG REFORM, 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 Commission (or of its contractors, if contractors are engaged to assist the controller in the organisation and management of a specific meeting or event). 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 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.

The Commission's data processors (contractors) are bound by specific contractual clauses for any processing operations of your personal data on behalf of the Commission. The processors have to put in place appropriate technical and organisational measures to ensure the level of security required by the Commission.

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.

DG REFORM will share the personal data of the external participants with the European Parliament to obtain access to its premises (Room Paul-Henri Spaak), this includes nationality, passport or identity card number and its date of issue and expiry date and date of birth. This access related data will not be shared for the participants within the staff of the European institutions.

Cookies

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).

If registration for the meeting or 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 [cookies policy of the Commission](#).

When you visit the website(s) of the meeting or event and when you register, we will indicate in the specific privacy statement how long we will keep the browser history of your visit. This information will then be deleted. The collection, aggregation and anonymising operations are performed in the data centre of the 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 may use third party IT tools to inform about and promote the meeting or event through widely used communication channels, including social media. For detailed information about the use of social media by the European Commission, see the Record of Processing [DPR-EC-00073 \(Social Media Use by the European Commission\)](#).

You may be able to watch our videos, which may be also uploaded to one of our social media pages and follow links from our website to other relevant social media.

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 carefully read the relevant privacy policies of the social media tools used. 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 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.

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.

The Commission will ensure that you can exercise their right to object to processing whenever possible by the organisers of the meeting or event (for example, on the spot by indicating a non-

web streamed seat if requested; or ex-post, by deleting a specific sequence from the online video/voice recording).

If you have given your consent pursuant to Article 5(1)(d) of Regulation (EU) 2018/1725, you will be able to withdraw your consent at any time by notifying the data controller (please see heading 9). 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 of the Commission. 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 (e.g. to withdraw your consent for data processing) under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the processing of your personal data, please feel free to contact the Data Controller via email: <REFORM-DATA-PROTECTION@ec.europa.eu>.

- 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: <<https://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-01063.