



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: *Organisation and management of meetings for the Global Gateway Civil Society and Local Authorities Advisory Platform and its Steering Group, hereinafter the “Platform”.*

Data Controller: *Directorate-General for International Partnerships/ Directorate for Human Development, Migration, Governance and Peace/ Civil Society, Local Authorities and Foundations Unit (INTPA/G2).*

Record reference: *DPR-EC-00744*

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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 of 23 October 2018 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, 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.

This privacy statement concerns the processing operation *Organisation and management of meetings for the “Global Gateway Civil Society and Local Authorities Advisory Platform” and its Steering Group, hereinafter the “Platform”* undertaken by the Directorate-General for International Partnerships/ Directorate for Human Development, Migration, Governance and Peace/ Civil Society, Local Authorities and Foundations Unit (INTPA/G2) as presented below.

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

Purpose of the processing operation: The European Commission collects and uses your personal information only for the organisation, preparation, management and follow-up of *meetings for the Platform*. More specifically, this concerns the following processing activities:

- communication activities such as sending e-mails and invitations (this entails the management of contact lists for correspondence);
- management of participants’ registration before meetings, including via the Commission EU Survey tool (see Record of Processing DPR-EC-01488);
- exchange of meeting documents, notably through an information sharing tool, including CIRCABC (see Record of Processing DPR-EC-01666 - CIRCA and CIRCABC – Global User Directory) or circulation of documents via e-mail and sharing of information with other Commission services and the European External Action Service (EEAS), the European Economic and Social Council (EESC), and the Committee of the Regions (CoR) to follow-up on the meeting concerned;
- discussion among the participants in the platform, including subgroup meeting setting by subgroup lead: In some cases, it may be necessary for participants to have each other’s names and contact details so that they can participate, prepare and follow-up on meetings, and in those cases such personal data will be shared based on the consent of the data subjects.
- organisational and administrative activities to ensure the participants’ access to Commission premises (see Record of Processing DPR-EC-00655 (Commission Physical Access Control System (PACS)));
- if applicable, reimbursement of travel, subsistence costs or payment of special allowances in the sense of Article 21 of Commission decision C(2016) 3301 (see Record of Processing DPR-EC-00301 - Legal Entities and Bank Accounts);
- for meetings held virtually or hybrid, use of a web conferencing service, including use of the information exchanged in the chat function for the purpose of drafting minutes of the meeting (more information on the processing of personal data for technical and billing purposes is provided in the dedicated record of processing of the web conferencing service used, including for Skype for Business DPR-EC-02548; for Teams DPR-EC-04966; for WebEx DPR-EC-05006.);

- publication of names (e.g., in minutes of meetings and/or as list of participants) of representatives of organisations and other public entities on a dedicated webpage of the Platform subject to the members' prior freely given specific, informed and unambiguous consent, in compliance with Article 3(15) and Article 7 of Regulation (EU) 2018/1725.
- sharing of names of representatives of member organisations (e.g., as list of participants of the Platform and other public entities prior to a planned Platform meeting, with other European Commission Directorate-Generals, the European External Action Service, EU Member States, the European Economic and Social Council, and the Committee of the Regions subject to the members' prior freely given specific, informed and unambiguous consent, in compliance with Article 3(15) and Article 7 of Regulation (EU) 2018/1725.

The purpose of the publication of names and audio-visual material is to show the Commission's commitment to gather the best input possible, bringing in not only the relevant organisations, and other public entities but also the right level of expertise within them, gathering high level representatives that will bring to the table longstanding expertise and insights gathered during their career. Members will give their consent to their names to be published with the privacy statement.

Live web-streaming and audio-visual recording of meeting of the speakers, organisers and participants, as well as photographs of the speakers and panoramic photographs of participants and organisers might be taken and published in the context of the meeting at <https://audiovisual.ec.europa.eu/en/photo> and <https://audiovisual.ec.europa.eu/en/video>.

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 (e.g., by sitting in back rows which are not recorded/photographed, by wearing special badges, by attending the meeting in a separate room without web-streaming, etc.).

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

3. On what legal ground(s) do we process your personal data

We process your personal data, because processing is necessary for the performance of a task carried out in the public interest (Article 5(1)(a) of Regulation (EU) No 2018/1725).

Article 11(2) of the Treaty on the European Union¹ stipulates that the institutions shall maintain an open, transparent and regular dialogue with representative associations and civil society, while Article 15(1) of the Treaty on the Functioning of the European Union² foresees that in order to promote good governance and ensure the participation of civil society, the Union's institutions, bodies, offices and agencies shall conduct their work as openly as possible.

The Platform has been established as part of [Global Gateway governance](#), as outlined in the [Joint Communication on the Global Gateway](#).

¹ OJ C 202, 7.6.2016, p. 1.

² OJ C 202, 7.6.2016, p. 47.

The natural way for the Commission to obtain the opinion of the Platform is in meetings. Furthermore, preparing minutes of the meetings of the Platform allows for the proper documentation of the work of the Platform and also increases the transparency on the Platform and their work.

Processing of your personal data is also necessary to comply with a legal obligation to which the controller is subject (Article 5(1)(b) of Regulation (EU) No 2018/1725), namely Commission Decision C(2016)3301 of 30 May 2016 establishing horizontal rules on the creation and operation of Commission special groups, and in particular its Articles 13, 20 and 26.

The latter Commission Decision also constitutes the Union law on which the processing under Article 5(1)(a) and (b) of Regulation (EU) No 2018/1725 is based.

Your consent is required for the processing of your personal data relating to some specific purposes described in this privacy statement. 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 informing in written the controller for the platform in question. You can withdraw your consent for these services at any time by contacting the controller for the platform in question.

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

In order to carry out this processing operation the Data Controller may collect the following categories of personal data:

- Personal data necessary for organising and managing meetings such as gender (Mr/Ms), name, organisation to which he/she belongs, job title, country of organisation headquarter, e-mail address, phone number;
- Personal data necessary for security (access control to Commission premises) such as ID card/Passport number and date of birth, name, surname, organisation he/she belongs to, gender;
- Personal data necessary for establishing the attendance list and the minutes: signature, audio-visual recording of the meeting;
- Personal data processed for web-streaming of the meeting, including audio-visual recording of the meeting;
- Personal data necessary for reimbursements purposes such as name, means of transport, hotel accommodation and banking details;
- Personal data necessary for payment of special allowances, such as name and banking details;
- Personal data collected during meetings held virtually;
- via a webconferencing service: recording of the meeting, information exchanged in the chat function of meetings held virtually, as well as technical and connection data that make it possible to use the webconferencing service.

Except for the personal data whose processing is based on your explicit consent (for example, data relating to access requirements), the provision of the above-mentioned personal data is mandatory in order to allow for the organisation of, and participation in the meeting, the access of participants to Commission premises and their reimbursement. If you do not provide these

personal data, possible consequences are the impossibility to attend meetings and/or to be reimbursed (if applicable).

We have obtained your personal data either directly from you, other public entity or organisation that you work for.

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, namely for a maximum of **5 years** after the last follow-up action by the Commission in relation to the Platform to which the personal data processed belongs. The documents related to the work of the platform are transferred to the Historical Archives for permanent preservation³.

The 'administrative retention period' of five years is based on the retention policy of Commission documents and files (and the personal data contained in them), governed by the common Commission-level retention list for European Commission files ([SEC\(2019\)900](#)).

It is a regulatory document in the form of a retention schedule that establishes the retention periods for different types of Commission files. That list has been notified to the European Data Protection Supervisor.

The 'administrative retention period' is the period during which the Commission departments are required to keep a file depending on its usefulness for administrative purposes and the relevant statutory and legal obligations.

This information is without prejudice to different retention periods which may apply to personal data processed for the purpose of reimbursing travel and subsistence costs (if applicable), payment of special allowances, ensuring the participant's access to Commission premises and technical processing for of a web conferencing service, in accordance with the dedicated processing operations notified to the DPO by the responsible Commission departments (Records of Processing DPR-EC-00655 (Commission Physical Access Control System (PACS)), DPR-EC-00301 - Legal Entities and Bank Accounts) specific records of web conferencing services (for Skype for Business DPR-EC-02548; for Teams DPR-EC-04966; for WebEx DPR-EC-05006).

Sensitive personal data relating to 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 expert group meeting, but no later than within **1 month** after the end of the meeting.

Recordings from the web-streamed meeting 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 meeting, the recordings will be kept for **3 months** after the meeting before being deleted. More information is available in the Record of Processing DPR-EC-03266 (Audio-visual recording of meetings).

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

³ For further information about the processing operations concerning the Historical Archives, please Record of processing 'Management and long-term preservation of the European Commission's Archives', registered under reference number DPR-EC-00837.

information is available in the Record of Processing DPR-EC-00655 (Commission Physical Access Control System (PACS)).

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 (*or of its contractors (processors), if contractors are engaged to assist the controller*). All processing operations are carried out pursuant to the [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.

In case the controller for the expert group uses the assistance of (a) contractor(s) (processor(s)), please note that the Commission's processors (contractors) are bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission and that 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 and its contractors authorised 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.

More specifically, the following Commission and contractors staff have access to certain parts of the personal data:

- Authorised staff of the European Commission's Directorate-General for Human Resources and Security have access to the personal data necessary for providing access to European Commission premises;
- Authorised staff of the European Commission's Directorate-General for Budget and the Paymaster Office (PMO) have access to the personal data needed for reimbursement purposes and payment of special allowances;
- Authorised staff of the European Commission's Directorate-General for Interpretation (SCIC) as meeting room and equipment providers have access to the audio-visual recordings of the meetings;
- Authorised staff of other European Commission departments involved in the policy follow-up to a platform meeting.
- Authorised staff of the Contractor responsible for the logistical assistance for the facilitation of dialogue and consultations with civil society and local authorities, mainly in the framework of the Policy Forum on Development.

Furthermore, professional contact details of representatives may be shared with other representatives of the same Platform as part of subgroup meetings and/or for the organisation, preparation, management or follow-up of meetings, if required.

The minutes of Platform meetings are made public on the Capacity4dev webpage and may in some cases contain personal data, as explained under Heading 2 of this privacy statement.

Please note that pursuant to Article 3(13) of Regulation (EU) 2018/1725, public authorities (e.g., Court of Auditors, EU Court of Justice, European Ombudsman) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The further processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

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.

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).

The registration for the meeting may take place via a Commission website. In such case, 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.

The European Commission's Directorate-General for Informatics only keeps your IP address or device ID for the duration of the browsing session, after which it is deleted immediately. In addition, IP addresses might be saved for one year in the log files of the Directorate-General for Informatics operational environment for security or other purposes (ref. DPR-EC-02886 DIGIT IT security operations and services).

Cookies are stored by Europa Analytics, the corporate service which measures the effectiveness and efficiency of the European Commission's websites on theeuropa.eu domain. More information is available in the Record of Processing DPR-EC-00083.3.

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 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.

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), as well as Articles 35 and 36 of Regulation (EU) 2018/1725, in particular the right to access your personal data and to rectify them in case your personal data is inaccurate or incomplete. Under certain conditions, 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.

Insofar the processing of your personal data is based on your consent (namely concerning dietary and access requirements, the publication or sharing of your personal data in certain cases), you can withdraw your consent at any time by notifying the Data Controller. The withdrawal 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 9 below) in your request.

Data subject requests shall be handled within one month from receipt of the request by the Commission. That period may be extended pursuant to 14(3) of Regulation (EU) 2018/1725. Should more time be required to handle the request for justified reasons, the data subject shall receive a holding reply from the de facto operational controller responsible for the 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:

European Commission, Directorate-General for International Partnerships/ Directorate for Human Development, Migration, Governance and Peace/ Civil Society, Local Authorities and Foundations Unit (INTPA/G2) INTPA-G2@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 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-00744.