

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: International Partnerships InfoPoint

Data Controller: European Commission, Directorate-General for International Partnerships, Unit 02 “Political Strategy and Communication”

Record reference: DPR-EC-01063

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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 concerns the data processing operations related to the running of the online and onsite activities of the International Partnerships InfoPoint (“InfoPoint”) undertaken by the Directorate-General for International Partnerships (“DG INTPA”). 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 InfoPoint is a physical and online space, open to everyone who wants to know more about international partnerships. It acts as the interface between citizens and the various services of the European Commission dealing with external relations, and as such is a space devoted to dialogue, networking and exchange of ideas.

Data processing operations linked to InfoPoint activities may include in particular:

- the organisation of conferences, events, workshops and other similar activities;
- the organisation of group visits;
- the reception of spontaneous visits;
- video surveillance.

2. Why do we process your data?

Purpose of the processing operation: DG INTPA Unit 02 “Political Strategy and Communication” (hereafter also referred to as “Data Controller”) collects and uses your personal information to ensure an adequate promotion, organisation and follow-up of the conferences, events and visits organised at the InfoPoint (before, during and after). The activities of the InfoPoint aim to communicate and enhance the transparency of EU external policies, raise awareness of development and cooperation issues amongst European citizens, to engage European Commission partners in international partnerships and stimulate debate and different points of view. The processing operations on personal data carried out by the Data Controller are necessary for the organisation of conferences, visits, meetings, workshops, special info sessions and other similar events at the InfoPoint. In addition, the processing is necessary as part of the European Commission’s obligation to provide information about EU-financed activities worldwide. Such information fosters democratic debate, contributes to the participation of citizens in the Union’s decision-making process, reinforces institutional control and scrutiny over Union expenditure, and contributes to boosting its credibility.

Data is also collected and processed for the following specific purposes:

- A. Promotion, organisation and follow-up of conferences, events and other similar activities.

Personal data of speakers:

Personal data of speakers (in principle DG INTPA Staff members and in certain cases externals) are processed for the publication and promotion of the conference/event (poster, invitation, online publication contain the name, function, picture of the speaker) and for the audio-visual recording and web-streaming of the presentations.

Personal data of participants:

Personal data of participants are processed for:

- (i) Conference registration: Registration takes place online on [DG INTPA’s website](#). Registration is necessary whether taking place in person or online to provide safe access.

- (ii) Promotion of conferences and invitations: In order to promote the InfoPoint events, the Data Controller has developed and uses a general database of e-mail addresses of persons who explicitly expressed their interest in being informed about coming events. Data subjects can request to be included in the database by ticking the relevant box on the online registration form and/or by sending an e-mail to the functional mailbox Intpa-infopoint-conferences@ec.europa.eu. Data subjects included in this database receive an invitation to register to upcoming events or conferences via e-mail. They can unsubscribe at any time.
- (iii) Follow-up to the conferences: A list of participants is established after each specific conference. Anyone registered for a specific conference will receive via e-mail follow-up material (useful information and documents) and a link to the recording.

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 will be taken and published for communication and promotion purposes on DG INTPA's or the organiser's website, and/or DG INTPA's or the organiser's social media channels (Facebook, Twitter, or Instagram) and/or on the [website of the Streaming Service of the European Commission](#).

For onsite activities, the audience or non-speaking participants are not photographed individually or in groups. They may however appear on panoramic photographs of the whole event/audience. Participants onsite who do not wish to be part of the above web-streaming and recording/publishing activities can object to processing and opt out by sitting in the back rows of the room. Online participants who do not want to be part of the above web-streaming and recording/publishing activities can object to processing and opt out by turning off their camera and microphone and sending their question in the chat directly to the organiser. At the beginning of each conference, the InfoPoint staff will mention that the event is live-streamed and recorded and explain how participants can object and opt out.

B. Organisation and follow up of personalised group visits.

Personal data of speakers:

Identification and contact with potential speakers (Commission staff) require processing their name, contact details and function. Pictures of speakers might be taken and published on DG INTPA's social media channels for communication and promotion purposes.

Personal data of participants:

A request for a tailored group visit entails processing of the name, email address and function of the person who contacts the Data Controller with the aim of organising the visit. The Data Controller does not request personal data of the participants. The information necessary for the organisation of the visit is limited to the characteristics of the group (number of participants, their previous knowledge about the subject and any other detail that might seem relevant to make the visit more interesting). In case the visit organiser shares personal data of the participants with the Data Controller at his/her own initiative, he/she are instructed to inform the data subjects thereof and make available to them the present privacy statement.

Group pictures might be taken at the request of participants during the visit. These pictures are shared with the visit organiser. The pictures may also be published on DG INTPA's website and/or social media channels for communication and promotion purposes.

C. Reception of spontaneous visitors.

The only data processing operation that takes place with regards to spontaneous visits is the video surveillance of the InfoPoint.

D. Video surveillance.

The InfoPoint's physical premises are open to the public. Anyone can enter without having to demonstrate an ID card or passport. For security reasons the InfoPoint is equipped with cameras. Video surveillance concerns every person who enters in the InfoPoint. For this processing operation, please refer to the Records of Processing DPR-EC-00655 (Commission Physical Access Control System (PACS)) and DPR-EC-00654 (Surveillance vidéo - stockage analogique et numérique).

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

E. Lawfulness of the processing operation:

The processing operations of personal data linked to the organisation of events, conferences, visits and other similar activities is necessary for the management and functioning of the Commission, as mandated by the Treaties, and more specifically Articles 5, 11, 13 of Treaty on European Union (TEU) and Articles 244 - 250 of the Treaty on the Functioning of the European Union (TFEU). In addition, in accordance with the principle of transparency enshrined in Article 15 of the TFEU, the processing is necessary as part of the European Commission's obligation to conduct its work as openly as possible and provide information about EU-financed actions.

Moreover, pursuant to Article 8 of Commission Decision (EU, Euratom) 2015/443 of 13 March 2015, security and protection of persons present inside Commission premises may be ensured by, inter alia, an access control system including technical equipment and information systems such as video surveillance system.

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).

The processing operations on personal data of the speakers 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).

Your consent is required for:

- The processing of your personal data for the publication of audio-video recordings on DG INTPA's or the organiser's website, and/or DG INTPA's or the organiser's social media channels (Facebook, Twitter, or Instagram) and/or on the [website of the Streaming Service of the European Commission](#). For organisational and logistic purposes, participants/attendees who do not want to be part of the recording/publishing activities will have to comply with the 'opt out measures' described in this privacy statement.
- The processing of your personal data for the publication of your pictures(s) taken during the event conferences, visits and other similar activities on DG INTPA's or the organiser's website, and/or DG INTPA's or the organiser's social media channels (Facebook, Twitter, or Instagram). For organisational and logistic purposes, participants/attendees who do not want to be photographed will have to comply with the 'opt out measures' described in this privacy statement.

- The processing of your personal data for managing your subscription to a newsletter of the data controller.

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 for these services can be withdrawn at any time:

- To unsubscribe from the newsletter, please click on the unsubscribe button or send an email to Intpa-infopoint-conferences@ec.europa.eu.
- To withdraw consent that you have provided in order to benefit from other services, please contact Intpa-infopoint-conferences@ec.europa.eu.

3. Which data do we collect and process?

A. Promotion, organisation and follow-up of conferences and events

Speakers: Name, email address, organisation, function, image, audio-visual recording, live web-streaming.

Participants: Name, e-mail address, organisation, image, audio-visual recording, live web-streaming.

Participants that do not wish to be part of the above recording/publishing activities are given the possibility to opt-out, by being instructed to sit in the back rows which are not recorded. However, please note that for security reasons the InfoPoint is equipped with cameras.

B. Organisation and follow up of personalised group visits

Speakers: Name, email-address, organisation, function, image.

Participants: Name, email address function and organisation of visit organiser only. Image of participants in case participants request it. Any personal data of participants that the visit organiser shares with the Data Controller are under his/her own responsibility. Please note that for security reasons the InfoPoint is equipped with cameras.

C. Reception of spontaneous visitors/Videosurveillance

Personal data processed for video surveillance, as specified in the Records of Processing DPR-EC-00655 (Commission Physical Access Control System (PACS)) and DPR-EC-00654 Surveillance vidéo - stockage analogique et numérique).

No data fields fall under article 10 of Regulation (EU) 2018/1725.

4. How long do we keep your 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 **one year** after 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 **3 months** after the event. More information is available in the Record of Processing DPR-EC-01063 (Processing of personal data linked to meetings and events).
- 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 DPR-EC-00655 (Commission Physical Access Control System (PACS)).
- Personal data shared with the controller for future mailing purposes (e.g., for receiving newsletters or invitations to similar events) is kept as long as the subscriber consents to processing (i.e. until a subscriber unsubscribes from the mailing list). More information is available in the Record of Processing DPR-EC-03928 (Management of subscriptions to receive information).

5. 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.

The Commission's contractors are bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission, and by the confidentiality obligations deriving from the General Data Protection Regulation ('GDPR' - Regulation (EU) 2016/679).

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.

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

On a need-to-know basis: authorised staff of DG INTPA ‘Political Strategy and Communication’ Unit, the event organising unit and external partners co-organising the event.

Where necessary, we may also share your information with external consultants/service providers bound by confidentiality clauses for the purposes of organising the event:

Service provider NTT DATA

Personal data of participants and speakers to conferences and events (pictures, video/voice recordings) may be published or web-streamed on the InfoPoint webpage, and/or DG INTPA’s social media accounts (Facebook, Twitter, or Instagram) and/or the website of the Streaming Service of the European Commission.

The information collected will not be given to any third party, except to the extent and for any purpose required 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 any event at the InfoPoint is 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://commission.europa.eu/cookies_en.

When you visit the website(s) of InfoPoint events and when you register, the browser history of your visit will be kept for a maximum of one year. 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-00083 (Processing of personal data on European Commission web sites (within the europa.eu domain), including IP addresses, by visitors of the publicly available websites).

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 anonymised, aggregated statistics, you can do so on the cookies page. In particular, you can control and/or delete those cookies as you wish.

Third party IT tools, including Social Media

As explained above, we may use third party IT tools to inform about and promote the InfoPoint's activities through widely used communication channels, including social media (DG INTPA's Facebook, Twitter or Instagram). 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 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.

We also use IT tools, such as Cisco Webex for online or hybrid conferences or other similar events. In such case, we recommend that users carefully read the relevant privacy policies of the videoconference 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.

7. 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.

If you have consented to provide your personal data to the data controller for inclusion on our mailing list, you can withdraw your consent at any time by notifying the data controller by e-mail at Intpa-infopoint-conferences@ec.europa.eu. 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 8 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.

8. Contact information

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments or questions, any concerns or a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller using the following contact information:

The Data Controller:

Unit in charge of the processing operations on personal data: DG INTPA – Unit 02, Political strategy and communication - E-mail address: Intpa-infopoint-conferences@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.

9. Where to find more detailed information?

The Commission Data Protection Officer publishes the register of all operations processing personal data. You can access the register on the following link: <https://ec.europa.eu/dpo-register/>

This specific processing has been notified to the DPO with the following reference: DPR-EC-01063.