



### **Annex II.3 - 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 Commission expert group meetings for the High-Level Expert Group on scaling up sustainable finance in low- and middle-income countries*

**Data Controller:** *European Commission,*

- Directorate-General for International Partnerships / Directorate E Sustainable Finance, Investment and Jobs; Economy that works for the People / Unit E3 – Sustainable Finance Policy unit, and
- Directorate-General for Neighbourhood and Enlargement Negotiations / Directorate A Thematic Support, Coordination of Policy and Financial Instruments / Unit A3 – Thematic Support – An economy that works for people, green, digital and connected.

**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 Commission expert group meetings* for the High-Level Expert Group on scaling up sustainable finance in low- and middle-income countries, undertaken by the European Commission, Directorate-General for International Partnerships / Directorate E Sustainable Finance, Investment and Jobs; Economy that works for the People / Unit E3 – Sustainable Finance Policy unit, and Directorate-General for Neighbourhood and Enlargement Negotiations / Directorate A Thematic Support, Coordination of Policy and Financial Instruments / Unit A3 – Thematic Support – An economy that works for people, green, digital and connected as presented below.

For the purpose of this privacy statement and the corresponding record, the term “expert groups” describes Commission expert groups in the sense of Article 2(1) of Commission Decision C(2016)3301 of 30 May 2016<sup>1</sup> and their sub-groups, as well as other similar entities in the sense of Article 2(2) of Commission Decision C(2016)3301 and their sub-groups.

## 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 expert groups meetings. 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);
- exchange of meeting documents (notably through information sharing and circulation of documents via e-mail, the Advanced Gateway to EU Meetings (AGM) online system for meeting organisation (see Record of processing DPR-EC-01141 - Information system supporting the organisation of meetings (former notification DPO-3911) or CIRCABC (see Record of Processing [DPR-EC-01666](#) - CIRCA and CIRCABC – Global User Directory (former notification DPO-1008)) and sharing of information with other Commission services to follow-up on the expert group meeting concerned;
- 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));
- arrangement 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 (former notifications DPO-372 and DPO-300));

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<sup>1</sup> Commission Decision C(2016)3301 of 30 May 2016 establishing horizontal rules on the creation and operation of Commission expert groups.

- audio-visual recording of the meetings for the purpose of drafting minutes (see Record of Processing DPR-EC-03266 (Audio-visual recording of meetings));
- for virtual and hybrid meetings, use of a webconferencing service, including recording of the meeting and 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 webconferencing service used, for WebEx DPR-EC-05006);
- publication of names (e.g. in minutes of meetings and/or as list of participants) [on the Register of Commission expert groups and other similar entities](#) ('the Register of expert groups'), for reasons of transparency.

The list of participants include the names of the members who are appointed as individuals to represent a common interest shared by stakeholders in a particular policy area in line with Commission Decision C(2016)3301. The minutes may also include the positions of these individuals as expressed at the meeting.

In the case of organisations, Member States' authorities and other public entities, the names of their representatives may only be published in the Register of expert groups 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.

Furthermore, in agreement with the competent Commission departments (DG INTPA and DG NEAR), the expert group may, by simple majority of its members, decide that deliberations shall be public, in compliance with Article 13.6 of Commission Decision C(2016)3301 of 30 May 2016 establishing horizontal rules on the creation and operation of Commission expert groups.

- publication of names (e.g. in minutes of meetings and/or as list of participants) of members' representing a common interest, and representatives of organisations, Member States' authorities and other public entities on the dedicated [webpage](#) of the high level expert group 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 on these two websites is to show the Commission's commitment to gather the best input possible, bringing in not only the relevant organisations, think tanks, investors and others 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 at the 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://ec.europa.eu/international-partnerships/scaling-sustainable-finance-low-and-middle-income-countries-high-level-expert-group\\_en](https://ec.europa.eu/international-partnerships/scaling-sustainable-finance-low-and-middle-income-countries-high-level-expert-group_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 recording/publishing activities have the possibility to object to processing: e.g. *for onsite meeting*: 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. and/or, *for virtual participation*, participants can object to processing by turning off their camera and only asking questions in writing in the chat and/or directly/solely to the chat moderator.

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).

Expert groups play an important role in enabling the Commission to collect advice and views from a variety of key actors, such as public authorities, private stakeholders, scientists and professionals. The Commission uses advice and expertise received as a basis for sound policy making and implementation.

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

We also process your personal data based on Article 5(1)(d) of Regulation (EU) 2018/1725 for below specific purposes:

- Your consent, as representative of an organisation, Member States authority or any other public entity, is required for the publication of your name in the [Register of Commission expert groups and other similar entities](#) ('the Register of expert groups').
- Your consent as members' representing a common interest, and representatives of organisations, Member States' authorities and other public entities, is required for the publication of your name in dedicated website [https://ec.europa.eu/international-partnerships/scaling-sustainable-finance-low-and-middle-income-countries-high-level-expert-group\\_en](https://ec.europa.eu/international-partnerships/scaling-sustainable-finance-low-and-middle-income-countries-high-level-expert-group_en).
- Your consent is also required for the processing of your personal data relating to your dietary requirements and/or access requirements.

You can give your consent form by informing the controller for the expert group in question. Your prior consent must be freely given, specific, informed and unambiguous consent, in compliance with Article 3(15) and Article 7 of Regulation (EU) No 2018/1725. You can withdraw your consent for these services at any time by contacting the controller for the expert group 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 of experts and relevant colleagues, including assistants and possible replacements, where obtained by the experts, necessary for organising and managing meetings such as gender (Mr/Ms), name, organisation to which he/she belongs, e-mail address, phone/fax number

- Personal data necessary for security (access control to Commission premises) and arrangement of accommodation and travel such as ID card/Passport number including expiry date, date of birth, name, surname, organisation he/she belongs to, gender;
- 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 included in the minutes of meetings and the lists of participants;
- Personal data necessary for establishing the attendance list and the minutes: signature, audio-visual recording of the meeting;
- Personal data processed for video conferencing, including audio-visual recording of the speakers, organisers and participants (non-speaker participants are not recorded individually but they may however appear on panoramic photographs of the whole event/audience);
- Personal data relating to your dietary requirements and/or access requirements.

Except for the personal data relating to your dietary requirements and/or access requirements and inclusion of the names of representatives of organisation, Member States authorities and public entities in the minutes of the meetings - whose processing is based on your explicit consent, 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 or paid.

We have obtained your personal data either directly from you, via the competent National department or other public entity or organisation that you work or via the Permanent Representation of your country in Brussels.

## **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 closure of the file to which the personal data processed belongs. The documents related to the work of the expert groups are transferred to the Historical Archives for permanent preservation<sup>2</sup>.

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.

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<sup>2</sup> For the processing operations concerning the Historical Archives, please see legacy notifications: 'DPO-3871-3 Notification for the digital archival repository and ARCHISscanning' and 'DPO-2806-5 Gestion des dossiers papier structurés par nom de personnes et transférés aux Archives Historiques'.

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, payment of special allowances and ensuring the participant's access to Commission premises and technical processing for a webconferencing 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) and [DPR-EC-00301](#) - Legal Entities and Bank Accounts (former notifications DPO-372 and DPO-300), and specific records of webconferencing services (for Skype for Business DPR-EC-02548; for Teams DPR-EC-04966; for WebEx DPR-EC-05006).

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 expert group meeting, but no later than within **1 month** after the end of the meeting.

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 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 (and of its contractors (processors) engaged to assist the controller, in this case Tipik)). 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.

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. 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 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 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) might 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 specific expert group meeting.

Appointed staff of the European Commission's contractor have access to full name as it appears on official document used to travel, birth date, ID or passport number, expiry date, e-mail address.

Experts that are members of the expert group, as well as their relevant colleagues, including assistants and possible replacements, have access to gender (Mr/Ms), name, organisation to which each expert belongs, e-mail address, phone/fax number of other experts and relevant colleagues as well as any other personal data (such as opinions) contained in the correspondence between members, and between members and the Commission.

The minutes of expert group meetings are made public on the Register of expert groups and 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) 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 takes place via a Commission website, [https://ec.europa.eu/international-partnerships/scaling-sustainable-finance-low-and-middle-income-countries-high-level-expert-group\\_en](https://ec.europa.eu/international-partnerships/scaling-sustainable-finance-low-and-middle-income-countries-high-level-expert-group_en). 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](https://ec.europa.eu/info/cookies_en).

When you visit the website(s) of our meeting and when you register, we will keep the browser history of your visit for a maximum of 13 months. 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 and visitor logs 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 at: [https://ec.europa.eu/info/privacy-policy/europa-analytics\\_en](https://ec.europa.eu/info/privacy-policy/europa-analytics_en).

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) 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.

To the extent you consented to the publication of some of your personal data, 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 10 below) in your request.

Any request for access to personal data will be handled within one month. Any other request mentioned above will be addressed within 15 working days.

## **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 Controllers:

European Commission, Directorate-General for International Partnerships / Directorate E Sustainable Finance, Investment and Jobs; Economy that works for the People / Unit E3 –



Sustainable Finance Policy unit, and Directorate-General for Neighbourhood and Enlargement Negotiations / Directorate A Thematic Support, Coordination of Policy and Financial Instruments / Unit A3 – Thematic Support – An economy that works for people, green, digital and connected at: [EC-SUSTAINABLE-FINANCE-LMICS-HLEG@ec.europa.eu](mailto:EC-SUSTAINABLE-FINANCE-LMICS-HLEG@ec.europa.eu).

- **The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto: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](mailto: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](#).