

Privacy Statement: Information System "European SME Week IT Tool"

1. Online invitation/registration relating to the *Information System* "European SME Week IT Tool"

This web page offers you an online electronic registration for the European SME Week programme managed by DG ENTR. While registering your personal data will be collected and further processed for the purposes detailed hereafter under point 2. The relevant processing operations thereof and the Information System are under the responsibility of the Head of the Unit, DG ENTR – Unit E1, acting as behalf of the Controller.

As this online service collects and further processes personal data, Regulation (EC) 45/2001, of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, is applicable.

2. What personal information do we collect, for what purpose and through which technical means?

Identification Data

The personal data collected and further processed are:

- Data necessary for the organisation and management of the campaign and general management of the events, such as name/surname, e-mail address and phone number.
- if you are invited as a member of a Commission experts group, some of your personal data (listed in the Notification DPO-2194) will be made publicly available in the Register of Expert Groups (http://ec.europa.eu/secretariat_general/regexp/) for as long as the membership upholds and/or until removal from the public site is requested, in view of the transparency policy of the

European Institutions¹ and the need to inform the public of the identity and qualifications of the experts advising the Institution.

Purposes

The purpose of the processing of personal data performed in the context of the campaign is the management/organisation of the events, including management of:

- lists for contacts, invitations, participants, reports, distribution of reports, feedback on reports, meeting follow-up, follow-up meetings, follow-up actions, news, publications;
- audio and video recording of speakers and participants;
- publication on the internet/intranet.

The processing operations on personal data linked to the organisation and management of this campaign is necessary for the management and functioning of the Commission, as mandated by the treaties, and more specifically articles 5, 7 and 211 - 219 of the EC Treaty.

Technical information

The public web pages of the Information System use Google Analytics to gather location data and statistics like number of pages accessed, time spent on the website, IP address and other user information's like type of browser, language, country/city, screen resolution, operating system. Google analytics also stores specific cookies on the user's PC (see the technical details on the official Google note). The users can disable the use of cookies by changing the settings in the web browser – the name of this setting and the way to do it is different from browser to browser. If these setting are disabled, there is no impact on the user navigation experience; the only difference is that no statistics will be collected. This system of statistics is used to analyse the visibility, the fit and the target audience of the website, to better understand and quantify the efficacy of the solution; and to better understand how to improve it.

There is a second tool that collects statistics – a corporate solution provided by EC - Europa Analytics that does not use cookies and client based technologies, and that cannot be refused by the users. The information collected is linked with the URL accessed and cannot be refused by the users visiting web pages hosted on the public Europa domain.

3. Who has access to your information and to whom is it disclosed?

Some of your personal data (**only** the email address) will be published on the public European SME Week website. If you do not agree with this publication of your personal data, please opt-out where required or inform the data controller by using the Contact Information below and explicitly specifying your request.

The access to all personal data (including contact name/surname and telephone number) as well as all information collected in the context of this campaign, and the organisation thereof, is only granted through

See also 'COM(2007)127 final' and http://ec.europa.eu/transparency/eti/index en.htm

UserID/Password to a defined population of users, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with Community legislation. This personal data is **only** available via the secure portal of DG ENTR (E-services Portal accessible with a dedicated user name and password) to the named and approved National Coordinators of each participating countries, and to the DG ENTR team that is managing the programme. The National Coordinators (1 or 2 per each country) are experts nominated by the participating countries, and have been validated, approved and signed a non-disclosure agreement with DG ENTR. The contact details of the national Coordinators will be made available on the European SME Week website.

The owner at the data can access, correct and modify the data at any time by accessing a unique URL made available only to the owner.

In order to keep the network of the participants operational a contact list of participants is shared between attendees.

As these official meetings reports are Commission documents, they fall under the scope of the Regulation (EC) 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.

No personal data is transmitted to parties, which are outside the recipients and the legal framework mentioned.

4. How do we protect and safeguard your information?

The collected personal data and all information related to the above mentioned meeting are stored on the servers of the DG and DIGIT Datacentre, the operations of which abide by the Commission's security decisions and provisions established by the Directorate of Security for this kind of servers and services.

Audio and video recordings as well as information displayed on the internet/intranet might be stored on servers of external contractors abiding by the necessary security provisions.

Access to all collected personal data and all information related to the above mentioned meeting is only possible to the above described populations with a UserID/Password, and secured access via the Eservices Portal of DG ENTR.

The owner at the data can access, correct and modify the data at any time by accessing a unique URL made available only to the owner.

5. How can you verify, modify or delete your information?

In case you want to verify which personal data is stored on your behalf by the responsible controller, have it modified respectively corrected or deleted, please contact the Controller by using the Contact Information below and by explicitly specifying your request. Special attention is drawn to the consequences of a request for deletion, in which case any trace to be able to contact you will be lost.

6. How long do we keep your data?

Your personal data will be part of a list of contact details shared internally amongst the staff of the Commission services for the purpose of contacting you in the future in the context of the Commission's activities. If you do not agree with this, please contact the Controller by using the Contact Information below and by explicitly specifying your request. This processing is described in a specific notification to the DPO.

7. Contact Information

In case you wish to verify which personal data is stored on your behalf by the responsible controller, have it modified, corrected, or deleted, or if you have questions regarding the organisation of the *meeting*, or concerning any information processed in the context of the *meeting*, or on your rights, feel free to contact the support team, operating under the responsibility of the Controller, using the following contact information:

DG ENTR Unit D1 (Entrepreneurship 2020) HENSLEY Rosemarie, WALLENBORG MARIGO Anna entr-sme-week-admin@ec.europa.eu

8. Recourse

Remarks can be addressed to the Commission <u>Data Protection Officer</u>. Complaints can be addressed to the <u>European Data Protection Supervisor</u>.