

Statement on the collection, processing and storage of personal information during the organisation, execution and follow up of the meeting:

Working together to strengthen research in Europe 21-23 October 2009, Brussels

1. Context:

Personal data are collected, stored and processed during registration, execution and follow up of the conference "*Working together to strengthen research in Europe*", 21-23 October 2009, Brussels.

- Personal information will be collected, processed and stored at various times during the organisation, execution and follow-up of this meeting:
 - When registering online, to facilitate conference organisation;
 - When supplying papers, abstracts, slides or other documentation to be published on the website or in other conference publications, as background to presentations to be given during the event.
 - Following registration, further biographical information on some conference participants will be requested for publication on the conference website;
 - During the event, as audiovisual material, for subsequent publication on the conference website.
 - In the run up to, during and after the event, when commenting on the abovementioned documentation via 'blogs'
- Details on the use of this information are provided in point 2 below.
- Details on access to this information, its protection, your ability to verify, modify or delete it, on the duration for which it is kept and on other issues, are provided in points 3-8 below.
- Both the information processing and the conference are under the responsibility of the General Director of the Directorate-General for Research, acting as the Controller.
- As the online service and subsequent activities collect and further processes personal data, Regulation (EC) 45/2001¹ (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

¹ http://eur-lex.europa.eu/smartapi/cgi/sga_doc?smartapi!celexplus!prod!DocNumber&lg=en&type_doc=Regulation&an_doc=2001&nu_doc=45

Community institutions and bodies and on the free movement of such data) is applicable.

2. What personal information is collected, for what purpose and through which technical means?

- Information collected may include the following:
 - gender / name / surname / profession / postal & E-mail addresses / phone number / fax number / Identity card or passport number / date of birth; (for further correspondence, identification, security etc)
 - Information about transport & accommodation used; banking information (account number / IBAN / name and address of the bank / etc;
 - Biographical information (e.g. CV or equivalent), photographs / pictures of individuals and/or of groups of participants and organizers.
- Consent to publish such information may also be given or withdrawn at a later date by informing the data controller using the Contact Information below and explicitly specifying your request.
- The purpose of the processing of personal data performed in the context of the conference is the management/organisation of the conference, including management of: lists for contacts, invitations, participants, reports (including but not limited to the Conference Proceedings), distribution of reports, feedback on reports, meeting follow-up, follow-up meetings, follow-up actions, information sharing and publication on websites including EUROPA and/or CORDIS and the dedicated conference website(s).
- The processing operations on personal data linked to the organisation and management of this conference 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

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

- Access to the majority of personal information collected in the context of this meeting is limited by 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. These users typically are: the organising team of the conference, supported by units R02 "Budget and financial services", possibly R04 "Informatics" and L05 "Communication" in DG Research and DG SCIC.

- No personal information will be published other than that for which consent to publish is obtained. No personal information will be transmitted to parties which are outside the recipients described above and the legal framework mentioned.
- Meeting documents will constitute Commission documents and will as such 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.

4. How do we protect and safeguard your information?

- The collected personal information and all information related to the above mentioned meeting are stored on the servers of DG Research (DG RTD) and DG Interpretation (DG SCIC), 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.
- Some collected personal information and related information is stored by external contractors, acting as processor, which guarantee data protection and confidentiality required by the Regulation (EC) 45/2001.

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

- In the event that you want to verify which personal data are stored on your behalf by the responsible controller, have it modified, 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 Directorate-General Research and possibly other services of the European commission for the purpose of contacting you in the future in the context of the Directorate-General's activities. Such lists will be regularly checked and people will be asked at least every 5 years if they wish to remain on these lists.
- If you do not agree with this, please contact the Controller by using the Contact Information below and by explicitly specifying your request.

7. Contact Information

- In the event that you wish to verify which personal data are 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:

Jeremy Bray

RTD-ERA-2009@ec.europa.eu

Unit C1: European Research Area Policy
Directorate C: European Research Area: Knowledge Based Economy
DG Research

European Commission
Square de Meeus 8
B-1049 Brussels
Belgium

Phone - 0032 22 99 91 99

Fax - 0032 22 99 27 12

8. Recourse

Complaints, in case of conflict, can be addressed to the [European Data Protection Supervisor](#).