

# Privacy statement





## Privacy statement for the coordination, organization and management of meetings, workshops, info days, events, seminars, etc. (hereafter called "meetings") by Directorate General Employment, Social Affairs and Inclusion

### Description

Personal data related to this invitation will be processed in accordance with Regulation (EC) n° 45/2001 of the European Parliament and of the Council 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.

### Purpose

The purpose of the processing of personal data is the management of the meeting, including management of: lists and mailings-lists for contacts, invitations, participants, reports, distribution of reports, feedback on reports, meeting follow-up, follow-up actions, pictures, presentations, live web-streaming and/or audio and video recording of speakers and participants, news and publications.

### Personal data collected and further processed

- Data necessary for the organisation and management of the meeting, such as gender (needed for the right title)/name/surname/profession/postal & e-mail addresses/ phone number/fax number etc.
- Identity/passport n°/date of birth (for access control purpose by security guards to the Commission's premises – see DPO-508)
- Information about the form of transport used & hotel, and banking information (for purpose of reimbursement of travel expenses/allowances – see DPO-372)
- Pictures, presentations, live web-streaming and/or audio and video recording of speakers and participants, (an opt-out is provided for to participants who prefer their images are not recorded when resources are available).
- If you are invited as a member/observer of a Commission Experts Group, some of your personal data (listed in the Notification DPO-2194) will be made publicly available in the Commission's Register of Expert Groups (<http://ec.europa.eu/transparency/regexpert/index.cfm>) for as long as the membership in view of the transparency policy of the European Institutions<sup>1</sup> and the need to inform the public of the identity and qualifications of the experts advising the Institution.

### Controller

Head of the Unit in DG Employment, Social Affairs and Inclusion managing the meeting/event/contact list/news/publication (see also "Contact").

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<sup>1</sup> See also 'COM(2007)127 final' and [http://ec.europa.eu/transparency/eti/index\\_en.htm](http://ec.europa.eu/transparency/eti/index_en.htm)



## Recipients

The access to all personal data as well as all information collected in the context of this meeting, and the organisation thereof, is only granted through adequate access control 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 chairman and the secretary of the meeting, both supported by a team in the operational services inside the DG.

Pictures, presentations, live web-streaming and/or audio and video recording of speakers, participants and organisers might be made available freely on the internet in the framework of European Commission activities.

## Data retention

All personal data will be deleted from databases 1 year after the last action in relation to the meeting. Reports containing personal data will be archived according to the Commission's legal framework.

Nevertheless, where needed, after this delay, personal data will be part of a list of contact details shared internally amongst the European Commission services for the purpose of contacting data subjects in the future in the context of the Commission's activities. If you do not agree with this, you may contact the Controller by using the contact information mentioned in the invitation letter.

## Contact

Please use the contact information mentioned in the invitation letter.

## Complaints

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