



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: Meet eArchiving event – learn how to preserve, migrate, reuse and trust your data, 3 and 4 December, Brussels

Data controller: Head of Unit D3, Directorate-General for Informatics (DG DIGIT), European Commission

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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 (repealing Regulation (EC) No 45/2001).

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.

The information in relation to processing operation *Meet eArchiving event – learn how to preserve, migrate, reuse and trust your data, 3 and 4 December, Brussels* undertaken by the European Commission, DG DIGIT, Trans-European Services (Unit D3), is presented below.

This event offers the unique opportunity to learn how eArchiving can be used beyond traditional archives and how to overcome implementation challenges. It will also demonstrate how eArchiving can help ensuring that access to data remains secure, predictable and why it is a cornerstone of the Digital Single Market.

2. Why and how do we process your personal data?

Purpose of the processing operation:

Head of Unit D3, DG DIGIT, European Commission (hereafter referred to as Data Controller), collects and uses your personal information of the participants to execute the *Meet eArchiving event*, to register participants according to the EU institution requirement when organising an event in Brussels.

Live web streaming, video recording and images of the speakers and the participants, as well as photographs of groups of participants and organisers will be taken and published in the context of this meeting.

The audience or non-speaker participants are not photographed individually or in groups. They may however appear on panoramic photographs or the whole event/audience.

Participants that do not wish to be part of the above web-streaming and recording/publishing activities have the possibility to object to processing by following the event from a separate room without web-streaming. Please request a seat in a dedicated listening room by contacting the organising team at CEF-BUILDING-BLOCKS@ec.europa.eu.

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 based on your consent in order to:

- Facilitate your registration and participation in the event;

- share the meeting/event attendee list containing your name and affiliation among participants, in order to create working groups to continue the collaborate work launched during the meeting/event;
- the processing of your personal data for inviting you to future events the data controller may organise;

4. Which personal data do we collect and further process?

For your participation to the *Meet eArchiving event*, you provide us with the following personal data:

- *Full Name;*
- *Function;*
- *Contact details (e-mail address, company name and department, nationality and country of residence);*
- *Passport number, ID number and document validity date;*
- *Birthday date.*

5. How long do we keep your personal data?

We only keep your personal data for the time necessary to fulfil the purpose of collection or further processing.

The data controller only keeps the data for as long as follow-up actions to the meeting are necessary, considering the purpose(s) of the processing of personal data: Meet eArchiving event and its related management.

All personal data (including photographs and/or audio-visual recordings) will be deleted from the databases one (1) year after the last action in relation to the event.

Selected service providers for organisational purposes (such as caterers or event management organisations) are contractually bound to process personal data on behalf of and in line with the instructions of the data controller, keep confidential any data they process and protect it from unauthorised access, use and retention.

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. 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.

The Commission's contractors are bound by specific contractual obligations for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition of the General Data Protection Regulation in the EU Member States ('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 in place. 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.

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 responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The recipient of data are DG DIGIT Unit D.3.

8. 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 *Meet eArchiving event* takes place 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://ec.europa.eu/info/cookies_en;
- First-party cookies are linked to user session management and analytics.

Parts of the website could contain content from Youtube ([privacy policy](#)), photos from Instagram ([privacy policy](#)), social media content from Twitter ([privacy policy](#)) or LinkedIn ([privacy policy](#)). We recommend that users read the relevant privacy policies carefully before using them. 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.

When you visit the website(s) of our and when you register, we will keep the browser history of your visit for a maximum period of one (1) 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-00685 (Europa Analytics).

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 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. Where needed and only for registered and confirmed participants, a list of participants (including name, surname, nationality, ID or passport no. and validity date/date of birth) may be distributed to the E-PASS information system or sent by e-mail to the Security Office of the Commission for access control purposes by security guards to Commission premises.

9. Third party IT tools, including Social Media

We use third party IT tools to inform about and promote the *Meet eArchiving event* through widely used communication channels, including the social media. 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 can watch the conference video recordings on the dedicated event website <https://ec.europa.eu/cefdigital/wiki/x/BIXuBw>.

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.

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.

10. International transfers

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.

11. 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.

By participating in this event, you have previously provided your consent. You can withdraw your consent at any time by notifying the Data Controller at CEF-BUILDING-BLOCKS@ec.europa.eu . 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 provided 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.

12. Contact information

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

Head of Unit D3, Directorate-General for Informatics, European Commission, 1049 Brussels, Belgium, Belgium

Email: CEF-BUILDING-BLOCKS@ec.europa.eu 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 Controller.

- 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.

13. 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>.