

External Cooperation InfoPoint

Privacy Statement

PROTECTION OF YOUR PERSONAL DATA

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1. Introduction

This privacy statement explains the reason for the processing, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you may exercise in relation to your data (the right to access, rectify, block etc.).

The European institutions are committed to protecting and respecting your privacy. As this service/application collects and further processes personal data, Regulation (EU) 2018/1725¹, 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, is applicable.

This privacy statement concerns data processing operations undertaken by the Directorate-General for International Cooperation and Development (DG DEVCO) for the operation of the External Cooperation InfoPoint (“InfoPoint”).

The InfoPoint is a space located at the heart of the European Quarter in Brussels, open to everyone willing to know more about external cooperation. It acts as the interface between citizens and the various services of the European Commission dealing with external relations, a space devoted to dialogue and the exchange of ideas.

¹ [Regulation \(EU\) 2018/1725](#), OJ L 295, 21.11.2018, p. 39..

Data processing operations linked to InfoPoint activities may include in particular:

- The organisation of conferences and events;
- The organisation of personalised group visits;
- The reception of spontaneous visits;
- Video surveillance.

2. Why do we process your data?

Purpose of the processing operation: DG DEVCO Communication Unit (referred to hereafter as Data Controller) collects and uses your personal information to ensure an adequate promotion, organization and follow-up of the conferences, events and visits organized at the InfoPoint. The activities of the InfoPoint aim to communicate and enhance the transparency of EU development policy and of EU development cooperation, raise awareness of development and cooperation issues amongst European citizens, to engage European Commission partners in development and stimulate debate and different points of view. The processing operations on personal data carried out by the Data Controller are necessary for the organisation of conferences, visits, meetings, workshops, special info sessions and other similar events at the Info Point. In addition, the processing is necessary as part of the European Commission's obligation to provide information about EU-financed external action.

Data is collected and processed for the following specific purposes:

A. Promotion, organisation and follow-up of conferences and events;

Personal data of speakers:

Personal data of speakers (in principle DG DEVCO Staff member and in certain cases externals) are processed for the publication and promotion of the conference (poster, invitation, on line publication contain the name, function, picture of the speaker) and for the audio-visual recording and webstreaming of the presentations.

Personal data of participants:

Personal data of participants are processed for:

- (i) Conference registration: Registration takes place online via a third-party service called Eventbrite. By clicking on the registration button, you will be redirected to the Eventbrite site, which has its own cookie and privacy policies over which the controller has no control. Registration is necessary for checking the capacity of the conference room and in order to ensure a safe environment. Registration on the spot is possible provided that there are still places available. Otherwise, registered participants have priority.
- (ii) Promotion of conferences and invitations: In order to promote the Info Point events, the Data Controller has developed and uses a general database of e-mail addresses of persons who explicitly expressed their interest in being informed about coming events. Data subjects can request to be included in the database by filling in a paper form available at the InfoPoint and/or by sending an e-mail to the functional mailbox europaaid-infopoint-conferences@ec.europa.eu. Data subjects included in this database receive an invitation to register to upcoming events or conferences via e-mail.

- (iii) Follow-up to the conferences: A list of participants is established after each specific conference. Participants to a specific conference receive, via e-mail, follow-up material (useful information and documents).

B. Organisation and follow up of personalised group visits.

Personal data of speakers:

Identification and contact with potential speakers (Commission staff) require processing their name, contact details and function. Pictures of speakers might be taken and published on DG DEVCO's social media channels for communication and promotion purposes.

Personal data of participants:

A request for a personalized group visit entails processing of the name, contact details and function of the person who contacts the Data Controller with the aim of organizing the visit. The Data Controller does not request personal data of the participants. The information necessary for the organization of the visit is limited to the characteristics of the group (number of participants, their previous knowledge about the subject and any other detail that might seem relevant to make the visit more interesting). In case the visit organizer shares personal data of the participants with the Data Controller at his/her own initiative, he/she are instructed to inform the data subjects thereof and make available to them the present privacy statement.

Group pictures might be taken at the request of participants during the visit. These pictures are shared with the visit organizer. The pictures may also be published on the EuropeAid website and/or on DG DEVCO's social media channels for communication and promotion purposes.

C. Reception of spontaneous visitors.

The only data processing operation that takes place with regards to spontaneous visits is the video surveillance of the Info Point.

D. Video surveillance

The Info Point is open to the public. Anyone can enter without having to demonstrate an ID card or passport. For security reasons the Info Point is equipped with cameras. Video surveillance concerns every person who enters in the InfoPoint. For this processing operation, please refer to Notifications DPO – 508, DPO – 544 and DPO – 2638.

Lawfulness of the processing operation:

Legal basis

The processing operations on personal data linked to the organisation of events, conferences and visits is necessary for the management and functioning of the Commission, as mandated by the Treaties, and more specifically Articles 5 and 13 TEU and Articles 244 - 250 TFEU. In addition, the processing is necessary as part of the European Commission's obligation to provide information about EU-financed external action, according to Article 4(5) of Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action (OJ L 77, 15.3.2014, p. 95).

Lawfulness

The processing operations on personal data for the organization and management of the meeting are necessary and lawful under the following article of the Regulation (EU) 2018/1725:

- Article 5 (a): processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties establishing the European Communities or other legal instruments adopted on the basis thereof;
- Article 5 (b): processing is necessary for compliance with a legal obligation to which the controller is subject;
- Article 5 (d): the data subject has given consent to the processing of his/her personal data.

No exemptions or restrictions under Article 25 apply.

3. Which data do we collect and process?

A. Promotion, organisation and follow-up of conferences and events

Speakers: Name, contact details, function, image, audio-visual recording, live webstreaming.

Participants: Name, contact details (e-mail address, organization of origin), image, audio-visual recording, live web streaming.

Participants that do not wish to be part of the above recording/publishing activities are given the possibility to opt-out, by being instructed to sit in the back rows which are not recorded. However, please note that for security reasons the InfoPoint is equipped with cameras.

B. Organisation and follow up of personalised group visits

Speakers: Name, contact details, image.

Participants: Name, contact details, function and organisation of origin of visit organiser. Image of participants in case they request for it. Any personal data of participants that the visit organiser shares with the Data Controller under his/her own responsibility.

C. Reception of spontaneous visitors/Videosurveillance

Personal data processed for video surveillance, as specified in Notifications DPO – 508, DPO – 544 and DPO – 2638

No data fields fall under article 10 of Regulation (EU)2018/1725.

4. How long do we keep your data?

DG DEVCO Communication Unit stores pictures, both of speakers and participants of conferences and visits, on its server. The same applies for the e-mails addresses constituting the general database of

interested persons. The data is only kept for as long as management, follow-up actions to, promotion and communication of the events/conferences/group visits are necessary, considering the purpose(s) of the processing of personal data. Web-streaming/recording materials are deleted after a period of 2 years.

The live web streaming of each conference is available on the InfoPoint webpage and on the website of the Streaming Service of the European Commission² for a period of 2 years.

If data subjects do not agree with this, they may contact the Controller at any time by using the Contact Information as mentioned in this Privacy statement.

5. How do we protect your data?

All data in electronic format (e-mails, documents, pictures, etc.) are stored on the servers of the European Commission; the operations of which abide by the European Commission's security decision of 16 August 2006 [C(2006) 3602] concerning the security of information systems used by the European Commission;

The Commission's contractors and their sub-contractors who are managing the InfoPoint are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

6. Who has access to your data and to whom is it disclosed?

On a need-to-know basis: authorised staff of DG DEVCO Communication Unit, the event organising unit and external partners as well as external consultants/service providers bound by confidentiality clauses.

Personal data of participants to conferences and events (pictures, video/voice recordings) may be published or web streamed on the InfoPoint webpage and Europeaid's social media accounts. If you do not agree with this publication of your personal data, please inform the service responsible for the meeting using the Contact Information below and explicitly specifying your request. In these cases, and according to available resources, the organizer could offer participants who object to publication a position where their image would not be recorded. In case, however, the participant decides to intervene (by asking questions) his/her voice will be recorded. Clear indication and information to hosts will be provided for to correctly guide participants. If no resources are available, those participants can locally follow live meeting and debates at the webstreaming Internet address indicated in the subscription form or in the invitation by the organizer.

For speakers only, in the InfoPoint website, in the conferences webcast portal, in promotional e-mails and in social media, the name, title, function and presentation(s) - if provided voluntarily by the

² <https://webcast.ec.europa.eu/>

speaker - will be published and associated to the video recording of the speech. No personal data is added for interventions which are not in the agenda (e.g. questions from the public).

For communication and educational purposes of interpreters, some recordings of webcasts could be used by the SCIC services. This processing is described in a specific notification to the DPO 2810.2.

7. What are your rights and how can you exercise them?

According to Regulation(EU) 2018/1725, you are entitled to access your personal data and rectify, block or delete it in case the data is inaccurate or incomplete. You can exercise your rights by contacting the Data Controller at europaaid-infopoint-conferences@ec.europa.eu, or in case of conflict the Data Protection Officer and if necessary the European Data Protection Supervisor using the contact information given at point 8 below.

8. 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:

- Unit in charge of the processing operations on personal data: DEVCO 02, Communication
- Phone number: +32 2 299 98 14/18
- E-mail address: europaaid-infopoint-conferences@ec.europa.eu

The Data Protection Officer (DPO) of the Commission: DATA-PROTECTION-OFFICER@ec.europa.eu.

The European Data Protection Supervisor (EDPS): edps@edps.europa.eu.

9. Where to find more detailed information?

The Commission Data Protection Officer publishes the register of all operations processing personal data. You can access the register on the following link: <http://ec.europa.eu/dpo-register>.

This specific processing has been notified to the DPO with the following reference: DPO – 3036.

You may also consult notifications:

DPO – 508, DPO – 544 and DPO – 2638 on video surveillance.