



EUROPEAN COMMISSION

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

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: GROW - European SME Week IT Tool

Data Controller: European Commission, Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs, DG GROW Unit A2 – SMEs (hereinafter “DG GROW Unit A2” or the “Data Controller”)

Record reference: DPR-EC-00569

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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 "GROW - European SME Week IT Tool" undertaken by the Data Controller is presented below.

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

The Data Controller processes your personal data needed to allow you to register, or to validate, an event in the SME Week IT Tool in the context of the SME Week campaign.

Other personal data related to these events (participants list, pictures, etc.) are not covered by this privacy statement, as they are managed by the organiser of the event and are and under his/her responsibility.

To submit participation to an event you have to click on the box "*I agree to the Terms and conditions and with the Privacy Statement*", giving consent to the processing of the personal data provided during the registration. Once approved, the event appears in the Commission website with the Name of the organisation, the email, phone and any other personal data provided by you and needed to allow potential participants to attend the event.

The public IT website (<https://ec.europa.eu/growth/smes/support/sme-week>) may contain personal data in the form of contact details, based on consent. This website may collect personal data via cookies (<https://ec.europa.eu/growth/cookies>) based on consent.

Your 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, because processing is linked to the organisation and management of this campaign, which is necessary for the management and functioning of the Commission, as mandated by the treaties, and more specifically Articles 5, 13 and 17 of the EU Treaty.

You have given consent to the processing and publication of your personal data on our website by ticking a box on the online registration form. Your consent for this purpose can be withdrawn at any time by writing to GROW-SME-WEEK-ADMIN@ec.europa.eu.

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

- In order to carry out this processing operation, the Data Controller processes the following categories of personal data: From the national coordinators, user authentication data: Name, first name, login, password and e-mail stored by the Commission in EU Login system.
- From the event organisers, contact data: organisation name, contact person name, e-mail, telephone.

We have obtained your personal data from you.

5. How long do we keep your personal data?

The Data Controller only keeps your personal data for the time necessary to fulfil the abovementioned purpose(s).

For the event organisers: your personal data are kept for the time necessary to the SME Week Campaign and anyway no more than 5 years.

For the national coordinators: 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 context of the SME Week campaign. If you do not agree with this, please contact the Controller

by using the contact e-mail: GROW-SME-WEEK-ADMIN@ec.europa.eu, by explicitly specifying your request. All user information is kept as long as it is considered valid. However, in case the administrator receives/gets information that a user should not have any more access to the European SME Week IT Tool because he/she changed function, the user will be set as obsolete and he/she will lose access to it.

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.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. 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.

National coordinators can access the data related to the events organised and/or co-organised by their country, in order to approve them.

The personal data needed to allow potential participants to attend the event (contact e-mail, telephone) are published on the SME Week website under your consent given during the event online registration process.

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 cookies employed by the Commission on your device for that purpose will be covered by the cookie policy of the Commission. Detailed information on that policy and on how you can manage cookies is available here: https://ec.europa.eu/info/cookies_en.

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.

8. 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, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a), on grounds relating to your particular situation.

You have consented to provide your personal data to the data controller for the present processing operation. You can withdraw your consent at any time by writing to the data controller at GROW-SME-WEEK-ADMIN@ec.europa.eu. The withdrawal of your consent 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 given 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.

Any request for access to personal data will be handled within one month. Any other request mentioned above will be addressed within 15 working days.

9. Contact information

- The Data Controller

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:

European Commission - Unit GROW A2 – SMEs - E-mail:

GROW-SME-WEEK-ADMIN@ec.europa.eu.

- The Data Protection Officer (DPO) of the Commission

In case of disagreement with the Data Controller, 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 or https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en) 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.

10. Where to find more detailed information?

The Commission 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>.

This specific processing operation has been included in the DPO's public register with the following record reference: DPR-EC-00569.