PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: *Outermost Regions Forum 'Together for a sustainable future' on 24 and 25 March 2020*

Data Controller: European Commission, Directorate-General for Regional and Urban Policy, *Outermost Regions Unit*

Record reference: DPO-2780 DG REGIO Meetings/ Workshops/ Information day/ Events/ Seminars including Expert meetings

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1. Introduction

The European 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 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.

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 *Outermost Regions Forum 2020 'Together for a sustainable future'*, undertaken by Directorate-General for Regional and Urban Policy - *Outermost Regions Unit*, is presented below.

The Outermost Regions Forum 2020 is a high-level dialogue platform for the nine outermost regions of the European Union – Guadeloupe, French Guiana, Martinique, Mayotte, Reunion Island, Saint-Martin (France), the Azores, Madeira (Portugal) and the Canary Islands (Spain), their Member States, the European Union institutions and civil society.

This event brings together the Presidents of the outermost regions, Ministers from their Member States, the Commissioner for Cohesion and Reforms and other members of the Commission, representatives of the EU institutions, stakeholders and experts interested in these EU regions.

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

Purpose of the processing operation:

Registration to participate to the event:

Directorate-General for Regional and Urban Policy - Outermost Regions Unit collects and uses your personal information to communicate with participants before and after the event, to register participants according to the EU institutions security requirements when organising an event in Brussels.

Registration as user of the website via EU Login: some functionalities of the website allow users to interact with each other and initiate discussions.

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

Your personal data will not be used for any automated decision-making including profiling.

3. On what legal ground(s) do we process your personal data?

The processing operations on personal data, linked to the organisation, management, follow-up and promotion of the *Outermost Regions Forum 2020* (including web-streaming, photos, audio-visual recording) are necessary for the management and functioning of the Commission, as mandated by the Treaties. *The special situation of the outermost regions has been recognised since 1999 by the EU treaties and since 2009 under Article 349 of the Treaty on the Functioning of the European Union (TFEU), which enables them to benefit from specific measures and* Article 11 of the Treaty on European Union and Article 15 of the Treaty on the Functioning of the European Union. Consequently, those processing operations are lawful under Article 5(1)(a) of Regulation (EU) 2018/1725 (processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body).

We process your personal data, because:

- ☐ processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body;
- ☐ processing is necessary for compliance with a legal obligation to which the controller is subject;
- ☐ the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

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

In order to carry out this processing operation *Directorate-General for Regional and Urban Policy - Outermost Regions Unit* collects the following categories of personal data:

The following personal data will be processed and is mandatory to meet a *statutory* requirement for security reasons. If you do not provide your personal data, we cannot grant you access to the premises.

- contact details (prefix, first name, last name, name of organisation/institution, function/title, sector, city, country, telephone number, email address, date of birth, nationality);
- *Passport or identity card number, expiration date of passport or identity card*

5. How long do we keep your personal data?

Directorate-General for Regional and Urban Policy - Outermost Regions Unit only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for evaluation process.

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: *Outermost regions Forum 2020* and its related management.

All personal data will be deleted from the databases one year after the last action in relation to the meeting.

Reports containing personal data will be archived according to the Commission's legal framework.

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 either on the servers of the European Commission or of its contractors. All processing operations are carried out pursuant to 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 a specific contractual clause for any processing operations of your personal data on behalf of the Commission, and by the confidentiality obligations deriving from the General Data Protection Regulation ('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. 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 other authorised Commission staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The recipient of the data are the *Outermost Regions Unit of DG REGIO*.

Where necessary, we may also share your information with service providers for the purposes of organising the Forum:

Service provider: ICF Next - Phone: +32 2 275 01 00 - E-mail: rup_forum@iservice-europa.eu

- A cookie consent banner is displayed on the website where users can select to accept or reject first and third party cookies.

- First party cookies are linked users session management and analytics.

- Parts of the website could contain videos from Youtube (privacy policy), photos from Flickr (privacy policy), social media content from Twitter (privacy policy) or Facebook (privacy policy).

- Participants to the *Outermost Regions Forum 2020* to facilitate interactivity around the themes linked with the *Outermost Regions Forum 2020* through a dedicated web application and social media platform.

- Bodies in charge of a monitoring or inspection task in accordance with Community legislation and in case required to do so by law.

- Where needed, list of participants (including name/surname/nationality/ID or passport n° and validity date/date of birth) is introduced in 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's premises (under the responsibility of DG HR/DS -see record DPR-EC-00655).

- For communication and educational purposes of interpreters, some recordings of webcasts could be used by the SCIC services. See record DPR-EC-00349 (legacy notification DPO 2810).

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, 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.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) of Regulation (EU) 2018/1725 on grounds relating to your particular situation.

You have consented to provide your personal data to *Directorate-General for Regional and Urban Policy, Outermost Regions Unit* for the present processing operation. You can withdraw your consent at any time by notifying the data controller. 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.

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:

- Directorate-General for Regional and Urban Policy, Outermost Regions Unit
- Phone: +32 2 299 84 94
- E-mail: REGIO-A1-RUP@ec.europa.eu

- **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.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the European 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: DPO-2780 DG REGIO Meetings/ Workshops/ Information day/ Events/ Seminars including Expert meetings.