



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: *Dialogues with Regional Offices*

Data Controller: *Directorate-General for Regional and Urban policy – Communication Unit*

Record reference: *DPR-EC-00836*

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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 ‘*Dialogues with Regional Offices*’ undertaken by *Directorate-General for Regional and Urban policy – Communication Unit* is presented below.

‘Dialogues with Regional Offices’ are quarterly meetings of representatives of Regional Offices with the European Commission’s directorate-general for regional and urban policy. The sessions are designed for specialists interested in discussing matters related to the planning and implementation of cohesion policy.

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

Purpose of the processing operation:

Registration to participate in the event and management of list of contacts.

Directorate-General for Regional and Urban policy – Communication Unit collects and uses your personal information to ensure an adequate organization, follow-up, communication and promotion of the ‘*Dialogues with Regional Offices*’.

Provided you gave your consent during the registration for ‘Dialogues with Regional Offices’, your personal data may also be used for the organization, follow-up, communication and promotion of other relevant events and communication activities organized by the *Directorate-General for Regional and Urban policy – Communication Unit*; other units of the *Directorate-General for Regional and Urban policy*; as well as other *Directorates-General, Executive Agencies* and *Services* of the *European Commission*.

The purposes of the processing of personal data include in particular management of participants lists and mailings-lists for contacts, invitations, participants, reports, minutes, distribution of reports/minutes, feedback on reports, meeting follow-up, follow-up meetings, follow-up actions, photographs/pictures, presentations, live web streaming and/or audio and video recording of speakers and participants, news and publications.

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, because:

(a) 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;

(b) processing is necessary for compliance with a legal obligation to which the controller is subject;

The processing operations on personal data linked to the organization, management, follow – up and promotion of the ‘Dialogues with Regional Offices’ is necessary for the management and functioning of the Commission, as mandated by the Treaties, and more specifically Articles 5, 11 and 13 TEU and Articles 15, 244 - 250 TFEU. In addition, the processing is necessary as part of the European Commission’s obligation to provide information about EU-financed actions through ESIF Funds, IPA and European Union Solidarity Fund.

Article 58 of Regulation 1303/2013 laying common provisions for the European Structural and Investment Funds, regarding technical assistance at the initiative of the Commission. Article 58(1) (f) CPR – technical assistance – networks: "actions to disseminate information, support networking, carry out communication activities with particular attention to the results and added value of support from the ESI Funds, raise awareness and promote cooperation and exchange of experience, including with third countries"

The processing operations on personal data for the establishment and management of mailing/contact lists are necessary and lawful under the Article 5(a) and recital 22 of 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;

Recital 22: Processing of personal data for the performance of tasks carried out in the public interest by the Union institutions and bodies includes the processing of personal data necessary for the management and functioning of those institutions and bodies.

No restrictions under Article 25 of Regulation (EU) 2018/1725 apply.

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 – Communication Unit* collects the following categories of personal data:

- *Personal identification (passport number, ID number, nationality, date of birth, passport validity date, ID validity date)*
- *Contact information (name, surname, gender (needed for the right title), organisation, department, function, e-mail address, telephone number, mobile telephone number, fax number, postal address, country of residence, etc.);*

The provision of personal data is mandatory to meet a *statutory* requirement of granting access to the venue of the event. If you do not provide the personal data required, you will not be able to access the premises. The required personal data may only include some of the categories listed above depending on the hosting venue. For events hosted within the premises of the Commission, a specific [privacy statement](#) governs the use of personal data for the purpose of issuing an E-PASS.

Your contact information will be part of a list of contact details shared internally amongst the Commission services for the purpose of contacting data subjects in the context of the activities described under section 2. If you do not agree with this, you may contact the Controller by using the contact information as mentioned in this privacy statement and by explicitly specifying your request.

5. How long do we keep your personal data?

Directorate-General for Regional and Urban policy – Communication Unit only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for evaluation purposes and for

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: Dialogues with Regional Offices and its related management.

All *personal identification* data will be deleted from the databases 1 year after the last action in relation to the meeting.

Your *contact information* will be part of a list of contact details shared internally amongst the Commission services for the purpose of contacting data subjects in the context of the activities described under section 2. If you do not agree with this, you may contact the Controller by using the contact information as mentioned in this privacy statement and by explicitly specifying your request.

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 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 a specific contractual clause 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 the data are the *Directorate-General for Regional and Urban policy – Communication Unit*, the contractors and the host organization (in case the event takes place outside the premises of the European Commission).

The controller may transfer your personal data to the following recipients, where needed:

- List of participants (including name/surname/gender/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). The collection and processing of information for creating an E-PASS is governed by a specific [privacy statement](#).
- List of participants (including name/surname/e-mail/organisation/function) is shared with the hosting organisation/regional office in cases when the event is hosted by these organisations outside the Commission's premises.
- Your personal data will be part of a list of contact details shared internally amongst the Commission services for the purpose of contacting data subjects in the context of the activities described under section 2. If you do not agree with this, you may contact the Controller by using the contact information as mentioned in this privacy statement and by explicitly specifying your request.

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).

You have consented to provide your personal data to *Directorate-General for Regional and Urban policy – Communication Unit* for the present processing operation. You can withdraw your consent at any time by notifying the Data Controller. 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 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:

- DG Regional and Urban Policy - Communication Unit
- Phone : +32 2 298 39 24
- REGIO-EXTERNAL-COMMUNICATION@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 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-00836*