



**Data Protection Notice for  
online meetings organised by HaDEA Unit A1  
in the frame of the preparation and implementation of projects  
funded under the EU4Health Programme**

This Data Protection Notice describes the measures taken to protect your personal data<sup>1</sup> with regard to the action involving the present data processing operation and what rights you have as a data subject.

The European Health and Digital Executive Agency (HaDEA or Agency) protects the fundamental rights and freedoms of natural persons and in particular your right to privacy and the protection of your personal data.

Your personal data are processed in accordance with [Regulation \(EU\) No 2018/1725](#)<sup>2</sup> on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

**What are the purposes of this processing activity?**

The purpose is to organise meetings in relation to the preparation and implementation of projects funded under the EU4Health Programme.

The processing activity covers:

- Sending invitations via email to the proposals/projects' coordinator contact person(s), which they may then forward to the other project participants.
- Registration of participants to online events in the framework of the management of their participation online, and inclusion in participant lists.
- Management of the online meeting (including names and video of the participants who choose to participate in the meeting and – where applicable - choose to turn on their microphone and/or camera).
- Collection of anonymized post-event feedback via an EU Survey feedback form.
- Sending of follow-up communication to participants and speakers.

**Who is the data controller?**

The data controller of the processing operation is the Head of Unit A.1 EU4Health of HaDEA. The event will be organised online using the following tool: Cisco Webex. For information on how Webex uses cookies and how it processes personal data, please see at: <https://www.cisco.com/c/en/us/about/trust-center/data-management.html> and <https://www.cisco.com/c/en/us/about/legal/privacy-full.html>.

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<sup>1</sup> **Personal data** shall mean any information relating to an identified or identifiable natural person ('data subject'). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

<sup>2</sup> 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L295/39 of 21.11.2018).

The registration of participants and collection of the post-event feedback will be done via EU Survey. For information on how EU Survey uses cookies and how it processes personal data, please see at: <https://ec.europa.eu/eusurvey/home/privacystatement>.

### **Which personal data is collected?**

The following of your personal data are collected: first name, last name, company/organisation, country and e-mail address. You will be able to ask questions via the chat function.

If you choose to take the floor and/or switch on your camera during the meeting, your voice and image will be broadcasted to the other meeting participants. However, no recording will be made.

### **Who has access to the personal data of data subjects and to whom can they be disclosed?**

**The recipients** of your personal data will be:

- Authorized staff of HaDEA, in particular Unit A1 'EU4Health' and Unit C1 'Operational finance', and authorized staff of the European Commission (DG SANTE);
- The other meeting participants which include the coordinators and other staff members of the projects selected for funding and/or financed under the same call for proposals.

On a need-to-know basis and in compliance with the relevant current legislation, bodies charged with monitoring or inspection tasks in application of EU law (e.g. EC internal audit, Court of Auditors, European Anti-fraud Office (OLAF), the European Ombudsman, the European Data Protection Supervisor, the European Public Prosecutor).

Your personal data **will not be transferred** to third countries or international organisations.

The processing of your data **will not include automated decision-making** (such as profiling).

### **Which is the legal basis for processing your personal data?**

**The legal basis** for the processing activities is/are:

- Article 5(1)(a) of Regulation (EU) 2018/1725 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**. Specifically, this online event organized by HaDEA relates to the tasks of the Agency listed under Article 4 of the Commission Decision delegating powers to the European Health and Digital Executive Agency with a view to the performance of tasks linked to the implementation of Union programmes in the field of EU4Health, Single Market, Research and Innovation, Digital Europe, Connecting Europe Facility – Digital, comprising, in particular, implementation of appropriations entered in the general budget of the Union<sup>3</sup>.
- Article 5(1)(d) of Regulation (EU) 2018/1725 based on **your explicit prior consent** for your non-mandatory personal data which include your image, sound and video (only applicable for participants and speakers who choose to turn on their microphones and camera in full knowledge that these will be shared with the other meeting participants).

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<sup>3</sup> C(2021)948.

### **How to withdraw your consent and the consequences of doing this?**

If you want us to delete the following personal data (first and last name, company/organisation and e-mail address<sup>4</sup>), please contact us and we will do it at the latest 5 working days after your request.

Please note that withdrawing your consent does not affect the lawfulness of any processing based on your consent before this consent is withdrawn. Attention is drawn to the consequences of a delete request, which means that all your contact details will be lost.

### **How long do we keep your personal data?**

Your personal data will be kept for a maximum period of **1 year** after the end of the event. Data will be deleted at the end of this period.

### **What are your rights regarding your personal data?**

**You have the right** to access your personal data and to request your personal data to be rectified, if the data is inaccurate or incomplete; where applicable, you have the right to request restriction or to object to processing, to request a copy or erasure of your personal data held by the data controller.

If you have any queries concerning the processing of your personal data, you may address them to the Head of Unit A.1 EU4Health (entity acting as data controller) at [HADEA-A1@ec.europa.eu](mailto:HADEA-A1@ec.europa.eu) and the HaDEA Data Protection Officer at [HADEA-DPO@ec.europa.eu](mailto:HADEA-DPO@ec.europa.eu).

**You shall have right** of recourse at any time to the European Data Protection Supervisor at [EDPS@edps.europa.eu](mailto:EDPS@edps.europa.eu).

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<sup>4</sup> Your image, sound and video will not be recorded.