EUROPEAN COMMISSION
Directorate General for Research and Innovation

**PROTECTION OF YOUR PERSONAL DATA**

**This Data Protection Notice *(DPN)* provides information about the processing and the protection of your personal data.**

**Processing operation: Stakeholders' Workshop on Feedback to Policy**

**Joint Data Controller:** European Health and Digital Executive Agency (HaDEA), Head of unit B.3 (Industry) and European Commission, Directorate-General for Research and Innovation *(DG RTD)*, Head of Unit E.1 (Industrial Research, Strategy and Coordination).

**Record reference:** DPR-EC-001063

**Table of Contents:**


1. **Introduction**
2. **Why and how do we process your personal data?**
3. **On what legal ground(s) do we process your personal data?**
4. **Which personal data do we collect and further process?**
5. **How long do we keep your personal data?**
6. **How do we protect and safeguard your personal data?**
7. **Who has access to your personal data and to whom is it disclosed?**
8. **What are your rights and how can you exercise them?**
9. **Contact information**
10. **Where to find more information?**

## 1. Introduction

The European Commission and HaDEA are committed to protect your personal data and to respect your privacy. HaDEA and the Commission collect and further processe 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 Data Protection Notice *(DPN)* explains the reason for the processing of your personal data in the context of the Stakeholders' Workshop on Feedback to Policy ("workshop"), . It explains 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 in the Stakeholders' Workshop on Feedback to Policy, undertaken by the Directorate-General for Research and Innovation *(DG RTD)* of the European Commission and the European Health and Digital Executive Agency (HaDEA), is presented below.

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

Purpose of the processing operation: the Controller collects and further processes your personal data to provide you with information about the Stakeholders' Workshop on Feedback to Policy *(before, during and after)* and to process your application for participation in this Workshop.

The event will take place in Brussels. In addition, the plenary session will be streamed online to the participants who register only for online session.

However, in case of unexpected logistical issues preventing from hosting the Workshop onsite, it will take place fully online.

Live web-streaming and audio-visual recording at the Workshop of the speakers, organisers and participants, as well as photographs of the speakers and panoramic photographs of participants and organisers will be taken and published in the context of the Stakeholders' Workshop at the DG-RTD and HaDEA website and on related social media.

Participants who do not wish to be part of the above web-streaming and recording/publishing activities have the possibility to object to processing. They can sit in back rows which are not recorded/photographed. If the event takes place online, they can turn off their camera to avoid any video recording. It is also possible to object to processing of any audio recording by contacting the Controller at the functional mailbox indicated in chapter 9 before the workshop takes place.

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

The data controller shall not be held accountable for any processing of personal data that you might carry out on your own initiative during or after the event. For instance, if you decide to take photographs/audio-visual recordings of participants of the Workshop and/or publish them online, you assume full responsibility for these actions.

## 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 Workshop *(including web-streaming, photos, audio-visual recording)* are necessary for the management and functioning of the Commission, as mandated by the Treaties.

Those provisions are in particular 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 for the speakers (*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*), and under Article 5(1)(d) for the participants (*the data subject has given consent to the processing of his or her personal data for one or more specific purposes*).

The processing operations on personal data of the rapporteurs for the Workshop with whom a contract is concluded, are carried out in line with the contractual provisions. Consequently, that processing is necessary and lawful under Article 5(1)(c) of Regulation (EU) 2018/1725

The consent of all participants is required for:

- The processing of your personal data for establishing the final list of participants to the Workshop;
- The sharing of the Workshop participants list containing your name and affiliation with other participants for the purpose of future collaboration and for the drafting of the final report;
- The sharing of speakers' name and affiliation in the Workshop documents (e.g. agenda);
- The processing of your personal data related to your dietary requirements and/or access requirements (Article 10(2)(a) of Regulation (EU) 2018/1725 to process your personal data for one or more specified purposes further to your prior explicit consent);
- The processing of your personal data for inviting you to future related events the data controller may organise;
- The processing of your personal data for inviting you to take part to future related surveys organised by the data controller.

If you opt-in, you are giving us your explicit consent under Article 5(1)(d) of Regulation (EU) 2018/1725 to process your personal data for those specific purposes. You can give your consent via a clear affirmative act by ticking the box(es) on the online registration form.

Your consent for any of these services can be withdrawn at any time by sending an email to the contact point of the Controller indicated in Heading 9.

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

The following personal data will be processed:

- Identity *(first name, last name, name of organisation, department/unit, position/job title, organisation address, country);*
- Contact details *(e-mail address)*;
- Nationality, passport or identity card number and its date of issue and expiry date may be collected, so that the data subjects may obtain access to the premises where the meeting/event is held;
- Photos, audios and videorecording
- Dietary requests or specific access requirements.

## 5. How long do we keep your personal data?

The Data Controller only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing.

For each of the categories of personal data that is processed, please find below the retention details and the reference to the relevant record of processing:

- All personal data related to the organisation and management of the Workshop will be deleted **one year** after the last action in relation to the Workshop;
- Sensitive personal data relating to dietary and/or access requirements will be deleted as soon as they are no longer necessary for the purpose for which they have been collected in the framework of the Workshop, but no later than within **1 month** after the end of the Workshop;
- If for logistic reasons, the Workshop will take place online or in the plenary session of the onsite Workshop, recordings from the web-streamed Workshop will be kept for **2 years** before being deleted. More information is available in the Record of Processing DPR-EC-00306 *(Web-streaming of HaDEA/Commission events)*;
- In case of audio-visual recording of the Workshop, the recordings will be kept for **5 years** after the Workshop before being deleted. More information is available in the Record of Processing DPR-EC-01937 *(Audio-visual recording of meetings)*;
- Personal data shared with the Directorate-General for Human Resources and Security of the European Commission and HaDEA for the participants to gain access to Commission buildings is kept **for 6 months** after the termination of the link between the data subject and the HaDEA/Commission. More information is available in the Record of Processing DPR-EC-00655 *(Commission Physical Access Control System (PACS))*;
- Personal data shared with the controller for future mailing purposes *(e.g. for receiving invitations to similar events)* are processed in line with the Record of Processing DPR-EC-*03928*;
- Selected service providers for organisational purposes *(such as caterers, travel agents or event management organisations)* are contractually bound to process personal data on behalf of and in line with the instructions of the data controller, keep confidential any data they process and protect it from unauthorised access, use and retention.

## 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/HaDEA *(and of its contractors, if contractors are engaged to assist the controller in the organisation and management of this Workshop)* .

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/HaDEA.

In order to protect your personal data, the HaDEA and 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 given processing operations.

The Commission's and HaDEA's contractors are bound by specific contractual clauses for any processing operations of your personal data on behalf of the HaDEA/Commission, and by the confidentiality obligations deriving from the General Data Protection Regulation *('GDPR' - Regulation (EU) 2016/679)*.

## 7. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is provided to the HaDEA/Commission staff responsible for carrying out this processing operation and to other authorised HaDEA/Commission staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Where necessary, we may also share your information with service providers for the purposes of organising the Workshop, as well as rapporteurs contracted for reporting.

## 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 registration for the Workshop takes place via a Commission website. The cookies employed by the Commission on the registrant's device for that purpose will be covered by the cookie policy of the Commission, which is available here: https://ec.europa.eu/info/cookies_en.

When you register to the Workshop, the specific privacy statement of the registration website indicates for how long is the browser history of your visit kept. This information will then be deleted. The collection, aggregation and anonymising operations are performed in the data centre of the European Commission under adequate security measures.

More information regarding the use of cookies and the processing of personal data on European Commission websites within the europa.eu domain is available in the Record of Processing DPR-EC-00083.

Enabling these cookies is not strictly necessary for the website to work but it will provide you with a better browsing experience. You can delete or block these cookies, but if you do that, some features of the meeting/event website may not work as intended.

The cookie-related information is not used to identify data subjects personally and the pattern data is fully under the Commission's control. These cookies are not used for any purpose other than those described here.

Should you wish to opt your personal data out of our anonymised, aggregated statistics, you can do so on our cookies page. In particular, you can control and/or delete those cookies as you wish.

## Third party IT tools, including Social Media

We use third party IT tools to inform about and promote the Workshop through widely used communication channels, including the social media. For detailed information about the use of social media by the HaDEA/European Commission, see the Record of Processing DPR-EC-00073 *(Social Media Use by the European Commission)*.

You may be able to watch our videos, which we also upload to our social media page(s) (Linkedin).

In order to protect your privacy, our use of third party IT tools to connect to those services does not set cookies when our website pages are loaded on your computer (or other devices), nor are you immediately redirected to those social media or other websites. Only in the event that you click on a button or "play" on a video to watch it, a cookie of the social media company concerned will be installed on your device. If you do not click on any social media buttons or videos, no cookies will be installed on your device by third parties.

In order to view such third-party content on our websites, a message will alert you that you need to accept those third parties' specific Terms and Conditions, including their cookie policies, over which the HaDEA/Commission has no control.

We recommend that users read the relevant privacy policies of the social media tools used. These explain each company's policy of personal data collection and further processing, their use of data, users' rights and the ways in which users can protect their privacy when using those services.

The use of a third party IT tool does not in any way imply that the HaDEA/European Commission endorses them or their privacy policies. In the event that one or more third party IT tools are occasionally unavailable, we accept no responsibility for lack of service due to their downtime.

**International transfers**

There will be no international transfers withing the scope of the Workshop.

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, 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.

The data will ensure that the data subjects can exercise their right to object to processing whenever possible by the organisers of the meeting/event *(for example, on the spot by indicating a non-web streamed seat if requested; or ex-post, by deleting a specific sequence from the online video/voice recording)*.

You have consented to provide your personal data to the data controller for the present processing operations. 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. 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 Joint Data Controller: European Commission, Directorate-General for Research and Innovation (DG RTD), Unit E.1 (Industrial Research, Strategy and Coordination), Head of Unit E1 at RTD-E1-ASSIST@ec.europa.eu and European Health and Digital Executive Agency (HaDEA), Head of Unit B.3 at HADEA-B3-F2P@ec.europa.eu

- **The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer of the European Commission *(DATA-PROTECTION-OFFICER@ec.europa.eu)* or of HaDEA (*HADEA-DPO@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*)* 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 information?

The European 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.

These specific processing operations have been included in the DPO's public register with the following Record reference: DPR-EC-01063.