



## Data Protection Notice for HaDEA's staff events

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

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>1</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 is the purpose of this processing activity?

**The purpose** of the processing activity is to ensure proper organisation and management and participation of HaDEA staff to events, meetings and in general activities organised by HaDEA at and/or outside HaDEA's premises. The purpose of these events, which practically consist in external location workshops, conferences, seminars, may be to develop and improve structure, organisation and efficiency, as well as reviewing relationships and team functions; to improve team performance through for example the development of team spirit, more efficient work practices or cooperation; to address identified performance deficit at team level; to strengthen synergies; to set common objectives/goals.

The organisation of events and meetings practically involves the following activities:

- management of contacts and mailings lists for invitations, registration to the event and to the associated events and activities and management of their participation online;
- handling of participation requests and feedbacks;
- preparation and distribution of preparatory materials, meeting reports, news items and publications to the participants;
- publication and communication activities about the event/meeting on HaDEA intranet and/or on the HaDEA website;
- shooting of photos and videos and facilitation of web streaming, audio or video recording during the event/meeting including for dissemination purposes (e.g. publication of pictures on HaDEA intranet) in order to enhance cooperation, networking, facilitate communication on specific topics among the members of the Agency;
- management of follow-up meetings and other related follow-up actions, such as the collection of feedback, the distribution of contact lists, invitations, news, reports, other publications and information material, and sending of emails informing on future activities related to the event;

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<sup>1</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).

- management of the event database/community – for receiving further information related to the topic and activities of the event;
- collection of event statistics.

### **Who is the data controller?**

The controller is the HaDEA Head of Unit C.3 - Staff, Communication and Support. The controller may be contacted via the following functional mailbox: [HaDEA-COMMUNICATION@ec.europa.eu](mailto:HaDEA-COMMUNICATION@ec.europa.eu)

The Agency may outsource some of the tasks related to the organisation of the events. If this is the case, the relevant contractors, acting as sub processors, will process your personal data on our behalf.

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

The following of your personal data are collected: *your first name, last name, title, function, professional e-mail address and phone number, etc..* All personal data are **mandatory** for the purpose(s) outline above.

In addition, the following **non-mandatory** personal data are collected: *your photo - which can only be processed based on your explicit prior consent.*

Please note that the event could be (partly) **web-streamed** and it is possible that you will be recorded. It is also possible that **photographs** of you will be taken during the event and might be used for related communication purposes. Upon registration to the event (e.g. depending on the event, at the registration desk at the day of the event or by accepting via the yes/no button of the Outlook invitation), you can give your explicit consent to have your image/voice recorded, photographed and published on related communication channels. In the absence of your consent, the organiser will try to find suitable alternatives, so that you can fully take part in the event. *In particular, in case you don't want to appear on pictures and audio-visual material (non mandatory personal data), you will be provided with a sticker to wear visibly at the event. For online events, data subjects will be able to switch off the microphone and camera.*

### **Who will have access to your personal data?**

#### **a. Who will have access to the data within the Agency?**

- the Director's office;
- authorised staff of the HaDEA HR unit and Communication team;
- authorised staff of HaDEA in charge of the organisation and follow-up of the event;
- other event organisers (eg contractors);
- participants to the events;
- bodies in charge of monitoring or inspection tasks in application of Union or national law (e.g. internal audits, Court of Auditors, European Anti-fraud Office (OLAF), law enforcement bodies).
- Third party platform providers authorised by DIGIT such as Skype for business in case of online events; Microsoft Teams, Sli.do.

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

#### **b. Who will have access to the data outside the Agency?**

Pictures and audio-visual material published on the Agency's intranet is accessible to all Directorates-General and Executive Agencies of the European Commission as well as other agencies/bodies, present on MyIntracomm.

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

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

This processing activity is based on Article 5(1)(a) of the Regulation, it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in HaDEA;

For the non-mandatory personal data indicated above, the processing is based on Article 5(1) (d) of the Regulation based on the explicit consent of the data subject.

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

All your personal data collected for and during the event will be kept by HaDEA for 3 months, after that the data will be deleted.

For personal data published on the Agency's intranet, retention time is according to the EC Common Retention list, namely:

- Names/pictures/videos/recordings of social events: 3 months
- Names/pictures/videos/recordings of professional meetings and events: 2 years.

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

If you want us to delete the following personal data: Names/pictures/videos/recordings please contact us and we will do it at the latest within 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.

## **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.

Your request to exercise one of the above rights will be dealt with without undue delay and within **one month**.

If you have **any queries** concerning the processing of your personal data or wish to exercise any of the rights described above, you can contact the Head of Unit C.3 – Staff, Communication and Support of the HaDEA (entity acting as data controller) via HaDEA-COMMUNICATION@ec.europa.eu and HaDEA DPO [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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