



## **Data Protection Notice for HaDEA's staff events**

The European Health and Digital Executive Agency (HaDEA) processes your personal data<sup>1</sup> in line with [Regulation \(EU\) 2018/1725 of the European Parliament and of the Council of 23 October 2018](#)<sup>2</sup>.

### **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 of the team(s) concerned, as well as to improve team performance through, for example, the development of team spirit of 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 feedback;
- managing catering and preparation of meals;
- 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, and/or social media;
- 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 through evaluation surveys, 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> 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).

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

In order to carry out staff surveys and polls, HaDEA Communication and HaDEA People Sectors use the following tools:

- EU Survey - <https://ec.europa.eu/eusurvey/home/welcome> – the European Commission’s survey tool;
- Survey Hero – [www.surveyhero.com](http://www.surveyhero.com);
- Online polling for events via Slido application <https://www.slido.com/>, using DG SCIC’s corporate account – <https://ec.europa.eu/dpo-register/detail/DPR-EC-06687>.

### Who is the data controller?

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

The following entities may process your personal data (as data processors) on our behalf:

- European Commission DG DIGIT Unit DDG.D.1. It can be contacted via [DIGIT-DATA-PROTECTION-COORDINATOR@ec.europa.eu](mailto:DIGIT-DATA-PROTECTION-COORDINATOR@ec.europa.eu). See more information about how your personal data is processed via EUSurvey: <https://ec.europa.eu/eusurvey/home/privacystatement>;
- Enuvo GmbH, which provides the SurveyHero service for ad-hoc staff surveys. It can be contacted via [support@surveyhero.com](mailto:support@surveyhero.com). See more information about how your personal data is processed: <https://www.surveyhero.com/privacy>;
- Slido for online polling for HaDEA events. It can be contacted via [dpo@slido.com](mailto:dpo@slido.com); [legal@slido.com](mailto:legal@slido.com). See more information about how your personal data is processed: <https://www.slido.com/terms#slido-privacy>.

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 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*. All personal data are **mandatory** for the purposes outlined above.

In addition, the following **non-mandatory** personal data may be collected: *your photo and sensitive data related to dietary requirements which can only be processed based on your explicit prior consent. Specifically, authorised staff in HR Sector might receive personal data related to specific dietary requirements, such as allergies, on a need-to-know basis*.

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.

When using the EU Survey application, full name and e-mail address are data retrieved by an automatic process from EULogin.

When using the SurveyHero application, your name and e-mail address are collected.

For polls in Slido, the following personal data are collected: IP address, language, website data, geolocation, and browser-generated information (including device information, operating system, device type, system, cookies or other technologies used to analyse users' activity).

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

- The HaDEA Director's office;
- Authorised staff of the HaDEA People Sector and Communication Sector;
- Authorised staff of HaDEA in charge of the organisation and follow-up of the event;
- Other event organisers (e.g. contractors);
- Participants to the events;
- Pictures and audio-visual material published on the Agency's Intranet is accessible to all Directorates-General of the European Commission and Executive Agencies as well as other agencies/bodies, present on MyIntracomm.
- 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);
- Authorised personnel from Enuvo GMBH;
- 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.

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

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

We process your personal data on the basis of Article 5(1)(a) of Regulation (EU) No 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, meetings and other events organised by HaDEA may relate to any of 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 fields of health, food safety, digital, industry, space (including research and innovation)

comprising, in particular, implementation of appropriations entered in the general budget of the Union<sup>3</sup>.

To the extent that processing of personal data is based on your consent, such processing is lawful also under Article 5(1)(d) of Regulation (EU) 2018/1725.

Furthermore, when it comes to the processing of special categories of personal data, the processing operation is lawful under Article 10(2)(a) of the Regulation (EU) 2018/1725 provided you have given your prior explicit consent.

### **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 from the date of the event, after that the data will be deleted.

All sensitive data will be deleted one month after the date of the event.

For personal data published on the Agency's intranet:

- 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](mailto: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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<sup>3</sup> C(2021)948.