



EUROPEAN COMMISSION

**PRIVACY STATEMENT FOR “EU-NGO FORUM ON HUMAN RIGHTS 2022” ORGANISED
BY THE EUROPEAN COMMISSION**

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: Processing of personal data linked to meetings and events

Data Controller: European Commission, Directorate-General for International Partnerships, Unit G1 “Gender Equality, Human Rights and Democratic Governance”

Record reference: [DPR-EC-01063.1](#)

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1. Introduction

The European 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 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 privacy statement explains the reason for the processing of your personal data in the context of the EU-NGO Forum on Human Rights 2022 (hereafter referred to as 'INTPA.G1'). 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 for the EU-NGO Forum on Human Rights 2022 undertaken by the Directorate-General for International Partnerships, INTPA.G1 - Gender Equality, Human Rights and Democratic Governance (hereafter referred to as 'INTPA.G1'), is presented below.

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

Purpose of the processing operation: INTPA.G1 collects and further processes your personal data for organizational purposes, to provide you with information about the event "EU-NGO Forum on Human Rights 2022" (before, during and after) and to process your application for participation in that event.

It includes, in particular, lists and mailing lists for contacts, invitations, reminder e-mails to all participants, travel and accommodation organisation for sponsored speakers/participants, reports, minutes, distribution of reports/minutes, feedback on reports, meeting follow-up, photographs/pictures, presentations, audio and/or video recording of speakers and participants, news and publications.

Live web-streaming and audio-visual recording at the "EU-NGO Forum on Human Rights 2022" of the speakers, organisers and participants, may be published on the dedicated Forum's event platform developed by the European Commission's contractor "Tipik Communication Agency" (www.eu-ngoforum2022.eu), accessible for invited and registered guests only.

Photographs of the speakers and panoramic photographs of participants and organisers may be taken and may be published in the context of communication about the Forum on DG INTPA and EEAS Intranet and on official social media platforms - Twitter and Facebook.

Audience or non-speaker participants may appear on panoramic photographs of the whole event/audience taken from the back of the venue. They may also appear in the videos, or in the web streaming and individual short interviews.

Participants that do not wish to be part of the above web-streaming and recording activities have the possibility to object processing by sending an email by the 01 December 2022 at latest to INTPA-G1-EVENTS@ec.europa.eu.

The audience or non-speaker participants may also be photographed individually or in small groups subject to their explicit consent.

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

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, communication and promotion of the event (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, Articles 3(3) and 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 (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).

The processing operations on personal data of the moderator for the event 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 (processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract).

Part of the processing of your personal data is based on your consent in the meaning of **Article 5(1)(d)** of Regulation (EU) 2018/1725. Your consent is required for:

- the sharing of the event participants list containing your name and affiliation with other participants e.g. for the purpose of future collaboration of certain participants;
- the processing of your personal data for inviting you to future events the data controller may organise;
- the processing of your personal data for the publication of audio-video recordings on the European Commission's, the EEAS intranet, social media platforms and on the registration-only Forum's platform (www.eu-ngoforum2022.eu). For organisational and logistic purposes, participants who do not want to be part of the recording/publishing activities are invited to sit in the no picture/no video zone and wear the specific badge or lanyard provided (for onsite participants), and turn off their camera and microphone (for online participants);
- the processing of your personal data for the publication of your picture(s) on the European Commission's and the EEAS intranet, social media platforms and on the

registration-only Forum's platform (www.eu-ngoforum2022.eu). For organisational and logistic purposes, participants who do not want to be part of the recording/publishing activities are invited to sit in the no picture/no video zone and wear the specific badge or lanyard provided (for onsite participants), and turn off their camera and microphone (for online participants);

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 on the online registration form.

Your consent for these services can be withdrawn at any time:

- for withdrawing consent that you have provided in order to benefit from other services, please contact the controller of the event at INTPA-G1-EVENTS@ec.europa.eu.

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

The following personal data will be processed:

- *For speakers and participants*: Title, first name, last name, nationality, job position, mobile phone number, time zone, organisation name/type/website/description/logo, country, state province, city, zip code, address, (professional/personal) e-mail address, IP address.
 - Optionally, profile picture, Twitter and LinkedIn accounts (if any), website data, geolocation, and browser-generated information, cookies or other technologies used to analyse users' activity.
- *For speakers only*: your biographies and pictures will be also collected for the purpose of presenting your professional relevance to the specific panels or working session that you have been invited and accepted your participation to.
- *For sponsored speakers and participants only*: your ID or passport number for the purpose of organising the travel and accommodations.
- For the purpose of sending mailings related to the event to *speakers and participants*, INTPA.G1 collects the following personal data: title, first name, last name, organisation, work country, job position, (professional/personal) e-mail address.

5. How long do we keep your personal data?

The Data Controller (INTPA.G1) 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 event (this includes the information given during the registration, before, during or after the event) will be deleted **one year** after the last action in relation to the event, with the exception of ID or Passport number of speakers which will be kept **for one month** after the end of the event.
- Recordings from the web-streamed event will be kept for **2 years** before being deleted. More information is available in the Record of Processing [DPR-EC-00306](#) (Web-streaming of Commission events).
- In case of audio-visual recording of the event, the recordings will be kept for **3 months** after the event before being deleted. More information is available in the Record of Processing [DPR-EC-01937](#) (Audio-visual recording of meetings). The audio-visual materials to be broadcast during the event will be kept as long as they are relevant and after that time destroyed, but no more than 2 years.
- 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.
- Personal data shared with the controller for future mailing purposes (e.g., for receiving newsletters or invitations to similar events) are processed in line with the Record of Processing [DPR-EC-03928](#) (Management of subscriptions to receive information), and will be kept until you withdraw your consent by sending an email at INTPA-G1-EVENTS@ec.europa.eu.

6. How do we protect and safeguard your personal data?

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.

The Commission's contractors are bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission, and by the confidentiality obligations deriving from the General Data Protection Regulation ('GDPR' - [Regulation \(EU\) 2016/679](#)). 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, or GDPR compliant IT solutions chosen by the contractor.

In order to protect your personal data, 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 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 other authorised Commission or EEAS staff according to the “need to know” principle. For organizational, communication and promotion purposes of the event, your personal data (such as, name, last name, nationality, job position, mobile phone number, organisation name/type/website/description/logo, country, state province, city, zip code, address, (professional/personal) e-mail address, and pictures of you if have given your prior consent for their publication on its Intranet) will be also shared with the European External Action Service (EEAS) staff. Such Commission and EEAS staff abide by statutory, and when required, additional confidentiality agreements.

Materials such as presentations given by the speakers, and the conference report will be published on the registration-only conference webpage and will be shared between the participants and distributed to all organisations represented in the event.

Where necessary, we may also share your information with service providers for the purposes of organising the event:

- DG INTPA's contractor Tipik Communication Agency, and authorised staff involved in the organisation of the event and the follow-up communication activities contributing to the EU-NGO Forum on Human Rights 2022 will have access to registered participants profiles on b2match (see details below).
- For the purpose of organising the travel and accommodations, a third party contractor (Uniglobe Travel) under Tipik Communication Agency (contractor)'s responsibility will collect the personal data of speakers: the first name, last name, email address, phone number, and either ID card or passport number.

Pursuant to Article 3(13) of Regulation (EU) 2018/1725, public authorities which may receive your personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients; the 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.

8. 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).

Cookies are stored by Europa Analytics, the corporate service which measures the effectiveness and efficiency of the European Commission's websites on EUROPA. More information is available in the Record of Processing DPR-EC-00685 (Europa Analytics).

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.

9. Third party IT tools, including Social Media

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

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 Commission has no control.

We recommend that users read the relevant privacy policies of any third party IT tools carefully before using them. 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 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.

For the purpose of **broadcasting the video streamed and streaming online plenary sessions and panel discussions**, Abbit, a third party tool under Tipik Communication Agency (contractor)' responsibility, collects from Master of ceremony and speakers the following personal data: title, position, the first name, last name. For online speakers, additional informational may be collected- email address, IP address, website data, geolocation, and browser-generated information, cookies, language settings, or other technologies used to analyse users' activity.

For the purpose of **hosting the digital event, sending mailings and managing the different side activities**, including networking, Q&A, quizzes and polls, etc., third party tool under Tipik

Communication Agency (contractor) responsibility, collects from moderators, speakers, participants the following data: first name, last name, job position, mobile phone number, profile picture, time zone, organisation name/type/website/description/logo, country, state province, city, zip code, address, (professional/personal) e-mail address, Twitter and LinkedIn accounts (if any), IP address, website data, geolocation, and browser-generated information, cookies or other technologies used to analyse users' activity.

For the purpose of **Q&A, quizzes, and polls, Sli.do**, third party tool under Tipik Communication Agency (contractor) responsibility, collects from moderators, speakers, participants the following personal data: first name, last name, 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). Sli.do hosts the collected personal data on servers in Europe or the United States. For information on how Sli.do uses cookies and how Sli.do processes personal data, please consult this link <https://www.sli.do/terms#privacy-policy>. For detailed information about the use of Sli.do by the European Commission, see the [Record of Processing DPR-EC-06687 \(Slido - Audience Interaction Software\)](#).

If there is any remote speakers: their connection(s) will be done through: Teams Meeting as connecting tool ([privacy link](#)).

The web conferencing tool will request access to the microphone and camera of speakers.

10. 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.

You have consented to provide your personal data to the data controller for the present processing operation. You can withdraw your consent at any time by notifying the data controller by email at INTPA-G1-EVENTS@ec.europa.eu. 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 11 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 12 below) in your request.

11. 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 - European Commission, Directorate General for International Partnerships, Unit INTPA.G1 - Gender Equality, Human Rights and Democratic Governance (INTPA-G1-EVENTS@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.

12. Where to find more detailed information?

The 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>. The reference of the relevant record is: [DPR-EC-01063.1](#)