



EUROPEAN COMMISSION
Directorate General for Trade
Unit Information, Communication and Civil Society

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: Privacy Statement for Civil Society Dialogue (CSD) Meetings

Data Controller: European Commission, Directorate-General for Trade, Unit Information, Communication and Civil Society

Record reference: DPR-EC- 00263.1

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 detailed information?**

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 CSD Meetings undertaken by Directorate-General for Trade, *Unit Information, Communication and Civil Society*, (“controller”). 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.

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

Purpose of the processing operation: We collect and further process your personal data to provide you with information about the meeting (before, during and after) and to process your application for participation in that meeting.

Live web-streaming and audio-visual recording of the speakers, organisers and participants, as well as photographs of the speakers and panoramic photographs of participants and organisers may be taken and published in the context of the meeting at Trade website and on social media, *ie* on [YouTube](#) and [Twitter](#).

The audience or non-speaker participants are not photographed individually or in groups. They may however appear on panoramic photographs of the whole event/audience.

Participants that do not wish to be part of the above web-streaming and recording/publishing activities have the possibility to agree/disagree to processing. This can be indicated when filling-in the EUSurvey/E-pass form. A part of the room will be reserved for those who do not accept. Participants seated in that area will not be allowed to ask questions (otherwise the camera would turn on them). In case of videoconferences, participants who disagreed to processing, take note that their video will have to be turned off, their microphone muted at all times and that they will be able to ask questions only via the chat or by e-mail to trade-civilsociety@ec.europa.eu, they acknowledge that the name of the organization will be mentioned by the moderator reading the question.

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 and promotion of the *meeting* (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 (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 speakers 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).

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 e-pass/e-survey 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 meeting/event at trade-civilsociety@ec.europa.eu

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

The following personal data will be processed:

- contact details (function/title, first name, last name, name of organisation, city, country, e-mail address, telephone number);
- 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;
- Video/audio recordings, photographs;

5. How long do we keep your personal data?

We only keep 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 meeting, including the information given during the registration, before, during or after the event, (excluding presence and travel requests), will be deleted **one year** after the last action in relation to the meeting. Information in relation to the presence to meetings remains stored in the database for as long as the organization/participant wishes to be registered in the civil society dialogue database.
Photographs will be kept for maximum **5 years** before being deleted.
More information is available in the Record of Processing DPR-EC-00263.1 (Civil Society Dialogue).
- Recordings from the web-streamed meeting 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 meeting, the recordings will be kept for **3 months** after the meeting 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 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 Commission. More information is available in the Record of Processing DPR-EC-00655 (Commission Physical Access Control System (PACS)).

- 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. 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.

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 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 travel arrangements on your behalf to participate in the meeting:

Service provider 1:

Travel Agency contracted by the European Commission

Service provider 2:

Live web-streaming and audio-visual recording of the speakers, organisers and participants, as well as photographs of the speakers and panoramic photographs of participants and organisers may be taken and published in the context of the meeting at Trade website and on social media, *ie* on [YouTube](#) and [Twitter](#) .

The audience or non-speaker participants are not photographed individually or in groups. They may however appear on panoramic photographs of the whole event/audience

Consent under Article 5(1)(d) of Regulation (EU) 2018/1725 to process your personal data for those specific purposes can be given via a clear affirmative act by ticking the box(es) on the e-pass form.

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 meeting 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 visit the website(s) of our meeting and when you register, we will keep the browser history of your visit for a maximum of browser session. 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.

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.

Third party IT tools, including Social Media

We use third party IT tools to inform about and promote the meeting 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).

You can watch our videos, which we also upload to our [YouTube](#) page and follow links from our website to [Twitter](#).

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.

For the organization of video conferences we use CISCO Webex.

We recommend that users read the relevant privacy policies of [YouTube](#), [Twitter](#) and [Webex](#) 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.

International transfers

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.

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. Before the meeting takes place, you (*participant*) can indicate-in the *EUSurvey/E-pass form* if you agree/disagree to web-streaming and publishing/recording. A part of the room will be reserved for those who do not accept. You are informed that those seated in that area will not be allowed to ask questions (otherwise the camera would turn on you). In case of videoconferences, participants who disagreed to processing, take note that their video will have to be turned off, their microphone muted at all times and that they will be able to ask questions only via the chat or by e-mail to trade-civilsociety@ec.europa.eu, they acknowledge that the name of the organization will be mentioned by the moderator reading the question.

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. their 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 Data Controller: Directorate-General for Trade, Unit Information, Communication and Civil Society, trade-civilsociety@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.

10. 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>.

Photographs and/or audio-visual recordings of Commission staff will be taken during the meeting on behalf of Directorate-General for Trade, of the European Commission by an authorised staff member or external service provider. If you do not wish your photo to be taken during the meeting, please notify trade-civilsociety@ec.europa.eu , so that we can make the necessary and appropriate arrangements during the meeting

Photographs may be published afterwards on the Directorate-General for Trade's Intranet. If your image appears in these photographs or in their background and you wish the photographs to be removed from the Intranet, you can contact the Communication Unit TRADE-INTRANET@ec.europa.eu by specifying your request.

The data controller is processing your personal data under Regulation (EU) 2018/1725 for the purposes of this meeting . If you decide to take photographs/audio-visual recordings of participants of the meeting and/or publish them online, you assume full responsibility for these actions. The same applies if you download the photographs that will be posted on the Intranet and publish them on the Internet. 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.