



EUROPEAN COMMISSION

Privacy statement for

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: Stakeholder forum on the EU's Generalised Scheme of Preferences (GSP)

Data Controller: Unit R3: Transparency, Civil Society and Communication, Directorate-General for Trade

Record reference: [DPR-EC-00265]

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1. Introduction

The European Commission (hereafter 'the 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 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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, 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 "Stakeholder meeting on the establishment of a Multilateral Investment Court" undertaken by Unit A3, Information, Communication and Civil Society, Directorate General for Trade is presented below.

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

Unit A3, Information, Communication and Civil Society, Directorate General for Trade collects and uses your personal information to ensure an adequate organisation, follow up, communication and promotion of the "Stakeholder meeting on the establishment of a Multilateral Investment Court".

The purposes of the processing of personal data include in particular management of lists and mailings-lists for contacts, invitations, participants, reports, minutes, distribution of reports/minutes, badges, feedback on reports, meeting follow-up, follow-up meetings, follow-up actions, photographs/pictures, presentations, live web streaming and/or audio and video recording of speakers and participants, news and publications. In addition, the processing of personal data can also be used to disseminate the information linked to the conference via a dedicated application.

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

3. On what legal ground(s) do we process your personal data

We process your personal data because it 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 (Article 5(1)(a) of Regulation 2018/1725. The processing operations on personal data linked to the organisation, management, follow-up and promotion of the Trade for Her: Empowering Women through International Trade event are necessary for the management and functioning of the Commission, as mandated by the Treaties, and more specifically Article 11 TEU .

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

In order to carry out this processing operation Unit A3, Information, Communication and Civil Society, Directorate General for Trade collects data necessary for the organisation and management of the "Stakeholder meeting on the establishment of a Multilateral Investment Court". We collect and process following data:

- data necessary for the organisation and management of the meeting, such as gender (needed for the right title), first name, last name, organisation name, organisation title, position, postal and e-mail addresses, phone number, information on mobility, etc.;
- identity card or passport n°, date of birth, identity card or passport expiration date, date of birth, nationality;

- photographs/pictures, presentations, live web-streaming and/or audio and video recording of speakers and participants. They could be published in the context of the meeting and in the framework of European Commission activities.

5. How long do we keep your personal data?

Unit A3, Information, Communication and Civil Society, Directorate General for Trade only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for organisation and management of the event and follow up actions.

Your personal data will be part of a list of contact details shared internally amongst the Commission services for the purpose of contacting data subjects in the future in the context of the Commission's activities. If you do not agree with this, please contact the Controller by using the Contact Information mentioned below by explicitly specifying your request.

Reports containing personal data will be archived according to the Commission's legal framework.

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 either on the servers of the European Commission or of its contractors. All processing operations are carried out pursuant to the [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 data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition of the General Data Protection Regulation in the EU Member States ('GDPR' [Regulation \(EU\) 2016/679](#)).

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 through UserID/Password to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the "need to know" principle, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with Union legislation. Such staff abide by statutory, and when required, additional confidentiality agreements.

Some of your personal data (first name and surname, the organisation/entity you represent (as part of the participants list), photographs (if taken) and web streaming) will be published on the web. If you do not agree with this publication of your personal data, please inform the data controller by using the Contact Information below and explicitly specifying your request. In these cases, and according to available resources, the organiser could offer those participants an alternative room where to follow meeting and debates by means of live web streaming displayed on a screen. Clear indication and information to conference assistants will be provided for to correctly guide participants.

In case of unavailable resources, those participants can locally follow live meeting and debates at the web streaming Internet address indicated on the subscription form by the organiser.

For speakers only, in the conferences webcast portal, name, profile, picture, short CV and presentation(s) if provided voluntarily by the speaker, will be indicated in the portal and associated to the video recording of the speech. No personal data is added for interventions not in agenda (e.g. questions from the public).

The report including the presence list is shared between participants and distributed to all organisations represented in the meeting.

As these official meetings reports are Commission documents, they fall under the scope of the Regulation (EC) 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.

No personal data is transmitted to parties, which are outside the recipients and the legal framework mentioned.

The operating DG does not share personal data with third parties for direct marketing.

For communication and educational purposes of interpreters, some recordings of webcasts could be used by the SCIC services. This processing is described in a specific record/legacy notification to the DPO 2810.

Concerning transfers outside the EU provide information on the basis of Articles 46 – 50 of Regulation (EU) 2018/1725; you are advised to read the EDPS guidelines on International transfers⁷.

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, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or 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).

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, Unit A3, Information, Communication and Civil Society, Directorate General for Trade (TRADE-F2@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 Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: [DPR-EC-00265].