



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: *Instrument for contributing to Stability and Peace (IcSP) events*

Data Controller: *DG International Cooperation and Development (DG DEVCO), Unit B 5*

Record reference: *DPR-EC-1063 see also DPR-EC-02097*

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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 “*IcSP events*” undertaken by DG DEVCO is presented below.

Data processing operations linked to activities funded by the IcSP may include in particular:

- The organisation of conferences, meeting and workshops;
- The organisation of training courses (including table top and field exercises)

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

Purpose of the processing operation: the Commission (DG DEVCO B5) collects and uses your personal information to ensure an adequate preparation, promotion, organization and follow-up of the conferences, summer schools, meetings, workshops, trainings and all other events funded by the IcSP. In addition, the processing is necessary as part of the Commission’s obligation to provide information about European Union (EU)-financed external action. The activities aims to strengthen the cooperation with partner countries at a global level in the chemical biological radiological and nuclear (CBRN) fields of and export control.

Data is collected and processed for the following specific purposes:

Personal data of speakers (lecturers, trainers, teachers, technical experts etc.):

(i) publication and promotion of the event (poster, invitation, on line posts containing the name, function, picture of the speaker) and for the audio-visual recording and web-streaming of the presentations.

Personal data of participants:

Personal data of participants are processed for:

(i) events registration: registration takes place online on the Commission’s website or through service providers’ web-based platforms.

(ii) promotion of events and invitations: IcSP events are promoted in the network of the countries that are partners in the CBRN and export control fields.

(iii) follow-up to the event: a list of participants (with only names) is established for each specific event. Participants receive the list and follow-up material (useful information and documents).

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 will be taken and published for communication and promotion purposes on European Commission websites, in particular the EU CBRN Centre of Excellence Initiative portal and social media channels.

The audience or non-speaker participants can be photographed individually or in groups. They can also 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 object to processing by sitting in the back rows of event's room. At the beginning of each conference, the organisers mention that the event is live-streamed and recorded and explain how participants can object.

In case of webinars and virtual meetings, the participants can switch off the video camera if they don't want to appear in group pictures.

Personal data are collected through forms and stored on the Commission servers or external service providers servers. Necessary data will be shared with external actors (for example hotels) only for the purpose of the selected event.

When the registration of participants is not possible as it can be the case of some webinars open to a generic audience, the data of the participants will not be collected nor stored.

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

The processing operations on personal data, linked to the organisation, management, follow-up and promotion of the IcSP events are necessary for the management and functioning of the Commission, as mandated by the Treaties. Those provisions are in particular Article 5 of REGULATION (EU) No 230/2014 2014 establishing an Instrument contributing to Stability and Peace, Article 11 of the Treaty on European Union and Article 15 of the Treaty on the Functioning of the European Union¹. 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).

Your consent is required for:

- the sharing of the participants list to the IcSP events, containing your name, email and affiliation with other participants for networking purpose, follow up of the work initiated and future collaboration;

¹ See also COMMISSION IMPLEMENTING DECISION of 27.5.2015 on the Annual Action Programme 2015 for the Instrument contributing to Stability and Peace - Conflict prevention, peace-building and crisis preparedness component to be financed from the general budget of the European Union.

- the processing of your personal data for managing your subscription to the CBRN and EU P2P newsletters of the data controller.
- the processing of your personal data relating to your dietary requirements and/or access requirements;

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 online registration form.

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

- for unsubscribing from the newsletter, please click on the unsubscribe button OR send an email to the data controller mentioned under item 9;
- for withdrawing consent that you have provided in order to benefit from other services, please contact the controller of the event.

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

In order to carry out this processing operation, DG DEVCO B 5 collects the following categories of personal data:

Data contained in contacts lists such as:

- name/surname, place/date of birth, nationality, company name, office/mobile phone numbers, work e-mail address, fields of experience, work experience, education and training, languages, technical skills, relevant publications, images, audio-visual recording, live web-streaming.

Data contained in contact information databases such as:

- first name, last name, title, function, work e-mail address, work mail address, work phone number, work fax number, personal or group picture, personal CV, audio-visual recording, live web-streaming.

5. How long do we keep your personal data?

DG DEVCO B 5 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:

- Images, presentations, audio-visual recording, live web-streaming of training sessions, will be kept on the Commission's servers for as long as the EU CBRN COE Initiative and the export control portals are on line. Cessation of all activities of the website will mark the beginning of the retention period, lasting up to two years as per Commission Retention list, point 9.4.2. SEC(2019)900
- All personal data related to the organisation and management of the IcSP events (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.
- Sensitive personal data relating to dietary and/or access requirements will be deleted as soon as they are no longer necessary for the purpose for which they have been collected in the framework of the event, but no later than within **1 month** after the end of the event.

- 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 on Management of subscriptions to receive information.
- 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 Directorate-General for Human Resources and Security of the European Commission for the participants to gain access to Commission buildings will be deleted **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)).

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 Commission. 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 Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. 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 authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Inside the European Union recipients of the data: DG DEVCO, the Joint Research Centre (JRC), the European External Action Service’ staff.

Outside the European Union recipients of the data: the Commission service providers, the Commission project implementers; the National Focal Points and Regional Secretariats of the EU CBRN CoE Initiative partner countries; International Organisation on a need to know basis.

Cookies policy

If registration for the meeting/event 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/event] and when you register, we will keep the browser history of your visit for a maximum of one year. 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.

If registration and collection of data for the meeting/event takes place via a service provider, all EC GDPR requirements shall be applied accordingly.

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 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. 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, DG DEVCO B 5 EUROPEAID-B5@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-02097.