



EUROPEAN COMMISSION

## **PROTECTION OF YOUR PERSONAL DATA**

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

**Processing operation: TEN-T Meets the European Year of Rail 2021 – Connecting Europe Express**

**Data Controller: Directorate-General for Mobility and Transport/Directorate B – Investment, innovative & sustainable transport/Unit B1 – Transport networks**

**Record reference: DPO-3110**

### **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 (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 "**TEN-T Meets the European Year of Rail 2021 – Connecting Europe Express**" undertaken by DG MOVE is presented below.

The event refers to the train journey and ceremonies at the train stations. The conference refers to the conferences in Lisbon, Bucharest, Berlin, and Luxembourg

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

Purpose of the processing operation: DG MOVE (referred to hereafter as Data Controller) collects and uses your personal information to ensure an adequate organization and follow-up of the meetings organized by the operating DG.

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 for the organization and management of the event are necessary and lawful under the following article of the Regulation:

- Article 5(1)(a): "processing is necessary for the performance of a task carried out in the public interest or the exercise of official authority vested in the Union institution or body"
- Article 5(1)(b): "processing is necessary for compliance with a legal obligation to which the controller is subject"
- Article 5(1)(d): "the data subject has given consent to the processing of his or her personal data for one or more specific purposes"
- Article 5(1)(e): "processing is necessary in order to protect the vital interests of the data subject or of another natural person". We process your personal data, 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.

Dietary, accessibility and recording/livestream purposes are given explicit consent for under article 5(1)(d).

## **Which personal data do we collect and further process?**

In order to carry out this processing operation DG MOVE collects the following categories of personal data:

- First name, last name, professional life data (organisation, role/job title and country representing). Contact details (e-mail address, mobile telephone number).

- Nationality, passport or identity card number and its date of issue and expiry date may be collected. Dietary and accessibility requirements.
- For those present during the event: likeness captured on photos and/or recordings taken during the event(s) and conferences.
- For those who speak during the conferences: recording of voice and verbal statement.

The provision of personal data is mandatory to attend the event. If you do not provide your personal data, your registration will not be validated.

The provision of ID information is mandatory for security reasons, and will be shared with the European Commission and local law enforcement agencies, only in the places where you will attend the event(s) and/or conferences.

#### **4. How long do we keep your personal data?**

The Data Controller (DG MOVE Unit B1) 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 may be processed, please find below the retention details and the reference to the relevant record of processing:

- Personal data related to the organisation and management of the workshop that is not sensitive (this includes first name last name organisation, email address, session participation) will be kept for **five years** after the event.
- Sensitive personal data relating to 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 and conferences, but no later than within **1 month** after the end of the workshop.
- Recordings from the web-streamed meeting or 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).
- Pictures of events stay on DG MOVE website only for as long as they are relevant to DG MOVE's activities (usually **2 years**) and in accordance with DG MOVE editorial rules. Then they are deleted. Audio-visual recordings will be kept for **3 months** after the workshop 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)).

Personal data shared with the Local Law Enforcement Agencies for security reasons is kept according to the law of the country.

#### **5. 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 VO Communication and MCI Benelux. 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 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.

#### **6. 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.

Publication of photos and audio-visual recordings will be based on consent for promotion and public relation efforts relating to the event and conferences on the European Commission websites, connectingeuropeexpress.eu and social media channels.

DG MOVE Unit B1 may use your personal data for invitations to further events.

The personal data collected during the event "**TEN-T Meets the European Year of Rail 2021 – Connecting Europe Express**" and all related side events may be further processed by the contractors of the European Commission: MCI Benelux S.A. for the event handling (registration, catering, venue, seat allocation etc.)

Where necessary, MCI Benelux may also share your information with Service Providers for the purpose of organising activities and logistics:

#### **TECHNOLOGY SERVICE PROVIDERS**

- For registration: **Aventri** ([privacy policy](#) – account located on EU servers)
- For survey reasons: **EUSurvey** ([privacy policy](#))
- For email and chat management: **Microsoft 365** ([privacy policy](#) - account located on servers in Ireland)
- Session Q&A and polling tool: **Slido** ([privacy policy](#))
- Social media wall : Walls.io ([privacy policy](#))
- For live-streaming and Video on Demand: **Vimeo** ([privacy policy](#) – US Servers)  
Vimeo is used to deliver the livestream and video on demand recording of the conference livestreams for viewers to watch. The Vimeo Iframe will track IP addresses in order to deliver viewer statistics. This data will be transferred to the US but can be disabled by enabling ‘Do not track’ in your browser. Vimeo will furthermore transfer to the US the personal data of the recorded speakers/participants (see ‘International Transfers’).

For participants of the conference(s), personal data of those who consented during the registration (article 5(1)(d)) will be shared with other participants via an electronic participant list.

#### **SERVICE PROVIDERS**

- Railway companies for train access, seat allocations if applicable and catering

#### **LAW ENFORCEMENT AGENCIES**

- Relevant law enforcement agencies in the country where the data subject will be attending the event/conference(s).

The **TEN-T Meets the European Year of Rail 2021 – Connecting Europe Express** and all related side events will also be recorded for future reference on a variety of platforms including film and photography. By agreeing to participate in the **TEN-T Meets the European Year of Rail 2021 – Connecting Europe Express** and all related side events and checking the box, participants are deemed to have given their consent to be filmed and photographed, and to any subsequent reproduction, public communication and/or broadcast of the material by the European Commission or any person duly licensed by it.

### **6.1 International Transfers**

Please note that pursuant to Article 3(13) of Regulation (EU) 2018/1725 public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The further 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.

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.

Live-stream and recording of electronic files, likeness, voice and verbal statement will be transferred to a third country by Vimeo under the legal basis Article 50(1)(a) of Regulation (EU) 2018/1725 (the data subject has explicitly consented to the proposed transfer, after having been informed of the possible risks of such transfers for the data subject due to the absence of an adequacy decision and appropriate).

### **6.2 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).

For both the event information website and the registration website, enabling 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 Connecting Europe Express [website](#) may not work as intended. The cookie-related information is not used to identify data subjects personally. These cookies are not used for any purpose other than those described here.

#### **6.2.1. Event Information Website**

The **event information website** is an external website: <https://connectingeuropeexpress.eu>.

#### **Cookies**

A tool called Cookie Hub ([privacy policy](#)) has been installed on the website, which automatically blocks cookies set by common services until the user has consented to them. The user has the following options:

1. Allow all Cookies
2. Deny all Cookies
3. Cookies Settings
  - Under Cookie Settings the user can choose which categories to allow: Necessary, Preferences, Analytical, Other Cookies
  - Under 'Cookie Declaration', detailed information on each Cookie can be found.

Geolocation has been disabled - all users will be able to manage cookie choices and will get the Cookie Hub dialog on the first load.

## **Analytics**

Website analytics are managed by fathom ([privacy policy](#) – [data journey](#)), cookie-free and anonymous analytics tools.

### **6.2.2. Registration Website**

**Registration for the Connecting Europe Express Event** takes place on the registration platform Aventri ([privacy policy](#)), which employs cookies as described below:

- Cookies that are active for the registration session are those which would allow an attendee to resume the registration in case it was left incomplete, as well as the language cookie for language selection.

## **6.3 Third party IT tools, including Social Media**

We may use third party IT tools to inform about and promote the workshop 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 may be able to watch our videos, which may be also uploaded to one of our social media pages and follow links from our website to other relevant social media.

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 carefully read the relevant privacy policies of the social media tools used: [Twitter](#), [Facebook](#), [Instagram](#). 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.

Please note that the workshops may be held using a third party videoconference IT service over which the Commission has a limited or no control. By participating into the meeting or event via a videoconference IT tool, the participants consent to the processing of their personal data via the third party tool as described in the related privacy policy.

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.

## **7. 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) on grounds relating to your particular situation.

You have consented to provide your personal data to DG MOVE unit B1 for the present processing operation. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal 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.

## **8. 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, [MOVE-EYR-CEE@ec.europa.eu](mailto:MOVE-EYR-CEE@ec.europa.eu).

### **- The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto: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](mailto: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.

## **9. 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: DPO-3110.