

# Privacy Policy

Please read our Privacy Policy carefully to be sure you understand how we collect and use information and under what circumstances we share information. This privacy statement provides information about the processing and the protection of your personal data.

## 1. Introduction

This privacy statement explains the reason for the processing, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you may exercise in relation to your data (the right to access, rectify, block etc.).

The European institutions are committed to protecting and respecting your privacy. As this service/application collects and further processes personal data, [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, is applicable.

This privacy statement concerns personal data processing activities undertaken by **DG HOME – DG for Migration and Home Affairs**, hereinafter referred as the operating DG and Data Controller.

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

Purpose of the processing operation:

**DG HOME – DG for Migration and Home Affairs**, (referred to hereafter as Data Controller) is responsible for the overall organisation of the event, the communication with the speakers and participants before and after the end of the event, giving access to premises, providing catering, assistance with travel and accommodation, reimbursement of expenses of invited participants, as well as communication and promotion of the event by the operating DG.

The data processor is **MCI Benelux S.A.**, which supports the registration and the logistics of the organisation of the event through a framework contract with the operating DG. Organisational measures may include sharing your data with authorised additional data processors with a legitimate need to know for the purposes of this processing operation.

The purpose of the processing of your personal data is handling registration and attendance, reporting on the event, as well as event follow-up actions, such as sharing presentations among participants and feedback collection. It includes, in particular, lists and mailing lists for contacts, invitations, participants, reports, minutes, distribution of reports/minutes, feedback on reports, meeting follow-up, follow-up meetings, follow-up actions, giving access to premises, providing catering, assistance for accommodation and travel, photographs/pictures, presentations, audio and/or video recording of speakers and participants, news and publications.

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

## 3. Which personal data do we collect and further process?

Personal data collected and further processed for the purposes of the organisation and management of the event may include identification/contact data, such as ID number, first name, last name, title, job title, organisation, field of expertise, email address, phone number, country and city.

This registration is done via **Aventri**, which means the tool will collect information to enable you to participate in a questionnaire. A full description of registration system tool's privacy policy can be found [here](#). Please note that the collection of the IP addresses from participants is enabled. The

system uses essential cookies and cookies to improve your website experience and to generate anonymous, aggregate user statistics. For more information on the use of cookies on the registration platform, you can consult the cookie policy of the registration platform, Aventri, [here](#).

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

Personal data is kept as long as follow-up actions to the physical event are necessary with regard to the purpose(s) of the processing of personal data as well as for the meeting and its related management.

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.

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.

Photos, audio and video recordings are stored at DG Home for six years. Within this time, the files to be used for communication purposes and/or be archived for historical purposes shall be selected. The remaining files shall be deleted.

#### **5. How do we protect and safeguard your personal data?**

All personal data in electronic format (e-mails, documents, databases, recordings, etc.) are stored on the servers of the European 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 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.

The contractor, MCI Benelux S.A., is bound by a specific contractual clause for any processing operations of your data on behalf of the operating DG, and by the confidentiality obligations deriving from the [Regulation \(EU\) 2016/679](#) of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

#### **6. Who has access to your personal data and to whom is it disclosed?**

Access to your data is granted to authorised staff of the operating DG and service providers bound by confidentiality clauses, involved in the organisation of the event, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with Union legislation.

For visibility purposes, personal data (pictures, video or audio recording) are diffused to a wider public (intranet or Internet). If you do not agree with your image or voice being recorded and published, please use the possibility to opt out during registration or by contacting the organiser at any stage and explicitly specifying your request.

Personal data is collected via the registration platform [Aventri](#). Furthermore, emails and chat will be sent via [Freshdesk](#); Where relevant, limited data will also be shared with selected hotel and travel

agency to complete your booking, in addition to the Security Team of DG HOME, to grant you access to the building.

Neither the operating DG, nor data processor MCI Benelux S.A., share personal data with third parties for direct marketing.

Following the recommendation of the EDPS of 13/02/2007, this does not constitute a transfer of personal data.

#### **7. What are your rights and how can you exercise them?**

According to [Regulation \(EU\) 2018/1725](#), you have 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.

Any request to exercise one of those rights should be directed to the Controller ([data-protectionofficer@ec.europa.eu](mailto:data-protectionofficer@ec.europa.eu)). Where you wish to exercise your rights in the context of one or several specific processing operations or files, please provide their description and reference(s) in your request.

#### **8. Contact information**

If you have comments or questions or if you wish to exercise your rights please feel free to contact the Data Protection Officer of DG HOME ([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.

#### **9. Right of recourse**

You have the right to have recourse 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 DG HOME.