

# PRIVACY STATEMENT - DATA PROTECTION NOTICE

FOR THE PURPOSE OF PROCESSING PERSONAL DATA RELATED TO

## THE SCHUMAN SECURITY AND DEFENCE PARTNERSHIP FORUM

### 1. INTRODUCTION

The protection of your personal data and privacy is of great importance to the European External Action Service (EEAS) and the European Commission, in particular the Service for Foreign Policy Instruments (FPI). You have the right under EU law to be informed when your personal data is processed [e.g. collected, used, stored], as well as about the purpose and details of that processing. When handling personal data, we respect the principles of the Charter of Fundamental Rights of the European Union, and in particular Article 8 on data protection. Your personal data are processed in accordance with Regulation (EU) 2018/1725 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, aligned with Regulation (EU) 2016/679, the General Data Protection Regulation. In this privacy statement you find information about how the EC, the EEAS and EU Delegations process your personal data and what rights you have as a data subject.

### 2. PURPOSE OF DATA PROCESSING: Why do we process your data?

The EEAS and the Foreign Policy Instruments Service (FPI) of the European Commission collect and further process your personal data to ensure proper organisation and management of the *Schuman Security and Defence Partnership Forum* and to provide you with information about it and to process your application for participation in *Schuman Security and Defence Partnership Forum*. This includes disseminating information among participants and to the public, enhancing cooperation, networking, facilitating exchange fora, often web-based. It is also intended to further contact participants and to promote EU Public Diplomacy permitting to engage individuals in public diplomacy activities and other events. You can find information on the legal basis in Point 7 of this Privacy Statement.

#### Description of processing:

The organisation and follow-up of the event include the management of contact and mailings lists for invitations, handling of participation requests and feedbacks, the preparation and distribution of preparatory material, meeting reports, news items and publications to the participants as well as catering and travel arrangements, accommodation and the entry to the premises with access control as well as using VTC platform for facilitating online events and meetings. In the framework of organising meetings and events the following processing may take place:

- to send e-mails, invitation letters; collect names, postal/e-mail addresses, phone/fax numbers, by electronic/manual means; publish participants lists and distribute it to participants and organisers;
- to collect and manage lists and mailing-lists for meetings, news and publications;
- if relevant, handle dietary and special assistance needs and to follow up reimbursement of travel expenses and payment of daily allowances;
- publication and communication activity related to 'events and meetings' for dissemination purposes includes the publication of information about the event/meeting on the EEAS/FPI Intranet and/or on the EEAS/FPI website and the facilitation of photos and videos, web streaming, audio or video recording during the event/meeting.

The audience or non-speaker participants might also be photographed individually or in groups. Live web-streaming and audio-visual recording of the speakers, organisers and participants, as well as photographs of the speakers, participants and organisers at the *Schuman Security and Defence Partnership Forum* will be taken and may be published in the context of the *Schuman Security and Defence Partnership Forum* at [www.schumanforum.eu](http://www.schumanforum.eu) on social media or on the websites of the EEAS and/or FPI.

Participants who do not wish to be part of the above web-streaming and recording/publishing activities and who do not wish to be photographed have the possibility to object to the processing of their data. They can take seats in the back rows which will not be recorded, nor photographed. If participants who appear on the photos wish to object, they can send an email to [Schuman.security.forum2023@bseurope.com](mailto:Schuman.security.forum2023@bseurope.com) with the subject "OBJECT" and their data for further identification, including description of where they appear and their faces will be blurred on the photos.

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

### 3. DATA PROCESSED: What data do we process?

Personal data will be collected, handled and kept only to the extent necessary for the purposes above. Data, including personal data, that may be processed, are the following:

- 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 dates of issue and expiry may be collected, so that the data subjects may obtain access to the premises where the meeting/event is held;
- dietary requests (if any) and/or specific access requirements.
- information provided (including interventions, speeches, comments) and material (including recording, videos and photographs) during the Forum.

#### 4. DATA CONTROLLER: Who is entrusted with processing your data?

The data controllers determining the purpose and means of the processing are the **European External Action Service, Secretariat-General of the EEAS, Service of Deputy Secretary General CSDP and Crisis Response, Common Security and Defence Policy, Security and Defence Policy Action Service (EEAS)** and the **European Commission, Service for Foreign Policy Instruments (FPI), FPI.3 Unit, Crisis Response Europa, Asia and Americas**

#### 5. RECIPIENTS OF THE PERSONAL DATA: Who has access to your data?

Access to your personal data is provided to the FPI and EEAS staff responsible for carrying out this processing operation and to other authorised Commission and EEAS staff according to the "need to know" principle. This includes, in particular, staff of EEAS staff in the Security and Defence Policy Directorate and Commission staff of the Foreign Policy Instruments Service of the European Commission (FPI.3)

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 *Schuman Security and Defence Partnership Forum*.

*Service provider 1: B&S Europe SA. Boulevard de la Woluwe 2, 1150 Brussels*

*Service provider 2: OPSMAN Consulting. Rue de Gelbressée, 188 – 5024 Namur*

*Service provider 3: OneTEC SRL. Leuvensesteenweg 542, 1930 Zaventem*

Personal data is to be transferred to a third country or an international organisation only if you consent to sharing your personal data in the list of attendees and there may be participants from third countries and international organisations not providing the level of protection of your personal data as it is in the EU. These participants may share your data with their employers or other organisations, including national security agencies.

We will not communicate your personal data to third parties, except to the extent and for the purposes described above or when we are required to do so by law. Service providers abide by contractual clauses for the protection of your data and will process data on documented instructions and on behalf of the EEAS/EU Delegation in accordance with Article 29 of Regulation (EU) 2018/1725.

The EEAS and the FPI, use social media to promote and inform about events and meetings through widely used and contemporary channels. In addition to the [EEAS Webpage](#) or [FPI webpage](#), videos may be uploaded to the [EEAS YouTube](#) channel and links from our websites can appear on EEAS [Twitter](#), [Instagram](#), [Flickr](#) and [Facebook](#) and on [FPI Twitter](#). The use of social media does not in any way imply endorsement of the privacy policies of the social media providers. We recommend that users read the [Twitter](#), [Flickr](#), [Facebook](#), [Instagram](#) and [YouTube](#) privacy policies which explain their data processing policy, use of data, users' rights and the way how users can protect their privacy when using these services.

Social media accounts that will be used under this contract are:

- Twitter: @EUSec\_Defence; @eu\_eas; @EU\_FPI
- LinkedIn:  
<https://www.linkedin.com/company/european-external-action-service/mycompany/>  
<https://www.linkedin.com/company/european-union-security-and-defence/>
- Facebook: <https://www.facebook.com/EuropeanExternalActionService/>
- Instagram: <https://www.instagram.com/eudiplomacy/>

#### 6. ACCESS, RECTIFICATION AND ERASURE OF DATA: What rights do you have?

You have the right of access to your personal data and the right to correct any inaccurate or incomplete personal data. The right of rectification can only apply to factual data processed. You have the right to ask the deletion of your personal data or restrict their use as well as to object at any time to the processing of your personal data on grounds relating to your particular situation. We will consider your request, take a decision and communicate it to you without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary. For more detailed legal references, you can find information in Articles 14 to 21, 23 and 24 of Regulation (EU) 2018/1725. In specific cases, restrictions under Article 25 of the Regulation may apply. If you have consented to recording a session, you have the right to withdraw your consent to its use by notifying the data controller. In this case, the FPI will make every effort to remove your contribution from the recording. The withdrawal of your consent will not affect the lawfulness of the processing carried out before you have withdrawn the consent. If you wish to exercise your rights or have questions concerning the processing of your personal data, you may address them to the Data Controller via the functional mailbox:

**To contact the data controller, please use the following functional mailboxes:**

**During the event and concerning your dietary requirements, sharing your data in the attendee list and receiving follow-up information and the newsletter:**

**[Schuman.security.forum2023@bseurope.com](mailto:Schuman.security.forum2023@bseurope.com)**

**[Schuman.forum@bseurope.com](mailto:Schuman.forum@bseurope.com)**

**concerning the publication of photos and videos and the permanent contact lists:**

**[STRATEGIC-COMMUNICATIONS@eeas.europa.eu](mailto:STRATEGIC-COMMUNICATIONS@eeas.europa.eu)**

**[FPI-3@ec.europa.eu](mailto:FPI-3@ec.europa.eu)**

## 7. LEGAL BASIS: On what grounds we collect your data?

### Lawfulness of the data processing

The processing of your personal data, linked to the organisation, management, follow-up and promotion of *Schuman Security and Defence Partnership Forum* (including web-streaming, photos, audio-visual recording) are necessary for the management and functioning of the EEAS, 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 by the EEAS in the public interest or in the exercise of official authority vested in the EEAS, in particular for the management and functioning of the EEAS [Article 5(1)(a) of Regulation (EU) 1725/2018] as referred to in Recital 22 thereof).

The processing of personal data of the speakers for the *Schuman Security and Defence Partnership Forum* with whom a contract is concluded, is 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 according to Article 5 (1) d of Regulation (EU) 2018/1725 is required for:

- the processing of your personal data relating to your dietary requirements and/or access requirements;
- the sharing of the meeting/event attendee list containing your name and affiliation among participants, in order to create working groups to continue the collaborate work launched during the meeting/event with the EEAS and the EC-FPI Units in charge of this event; Your attention is drawn to the fact that there may be participants from third countries and international organisations not providing the level of protection of your personal data as it is in the EU. These participants may share your data with their employers or other organisations, including national security agencies.
- the processing of your personal data relating to the audio-visual materials of the meeting/event (including recording, videos and photographs)
- the processing of your personal data for inviting you to future events the data controller may organise;
- the processing of your personal data for managing a permanent contact list created and shared internally among EEAS services and FPI for the purpose of promoting EU activities/events and disseminating information. You can find more information about how your personal data are processed in this case on [https://www.eeas.europa.eu/eeas/eeas-privacy-statement-events-meetings-etc-tools\\_en](https://www.eeas.europa.eu/eeas/eeas-privacy-statement-events-meetings-etc-tools_en).

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 follow-up information and the newsletter, please *send an email to [schuman.security.forum2023@bseurope.com](mailto:schuman.security.forum2023@bseurope.com)*
- for withdrawing consent that you have provided concerning dietary requirements and sharing the attendee list, please contact the controller of the meeting/event at [schuman.security.forum2023@bseurope.com](mailto:schuman.security.forum2023@bseurope.com)
- for withdrawing consent concerning the permanent contact list, please contact the controller of contact lists on: [STRATEGIC-COMMUNICATIONS@eeas.europa.eu](mailto:STRATEGIC-COMMUNICATIONS@eeas.europa.eu).

If you do not wish, you also have the option not to provide consent to any of the above or to give consent only to one or more data processing activities. You can withdraw consent any time by contacting the data controller at the functional mailboxes under Point 6.

The processing is also necessary for archiving purposes. Archiving shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

### Further references:

Treaty on European Union (Lisbon Treaty), Article 2, Official Journal of the European Union C 83/17, 30 March 2010

Article 1 (Nature and Scope), 2 (Tasks) and 3 (Cooperation) of the [Council Decision of 26 July 2010](#) establishing the organisation and functioning of the EEAS (2010/427/EU) (OJ L 201, 3/8/2010, p. 30)

Shared Vision, Common Action: A Stronger Europe - A Global Strategy for the European Union's Foreign and Security Policy of June 2016 and Council Conclusions of October 2016 where the Council of the European Union emphasises "*the need of joining up efforts in the field of public diplomacy including strategic communication, inside and outside the EU, to speak with one voice and ultimately promote its core values*".

The European Union's objectives in its external relations are defined in Article 3(5) of the Lisbon Treaty as follows: "*In its relations with the wider world, the Union shall uphold and promote its values and interests and contribute to the protection of its citizens. It shall contribute to peace, security, the sustainable development of the Earth, solidarity and mutual respect among peoples, free and fair trade, eradication of poverty and the protection of human rights, in particular the rights of the child, as well as to the strict observance and the development of international law, including respect for the principles of the United Nations Charter*".

## 8. TIME LIMIT - DATA STORING: For what period and how we process your data?

Our aim is to keep your personal data not longer than necessary for the purposes we collect them.

The Data Controller 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 is processed, please find below the retention details and the reference to the relevant record of processing [the data controller should indicate the relevant categories]:

- All personal data related to the organisation and management of the Schuman Security and Defence Partnership Forum (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 Schuman Security and Defence Partnership Forum
- 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 Schuman Security and Defence Partnership Forum, but no later than within 1 month after the end of the Schuman Security and Defence Partnership Forum.
- Recordings from the web-streamed Schuman Security and Defence Partnership Forum 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 Schuman Security and Defence Partnership Forum, the recordings will be kept for 3 months after the Schuman Security and Defence Partnership Forum 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 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.

### Security of 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 and the servers of B&S Europe SA, contractor.

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.

The contractors are bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission, and by the confidentiality obligations deriving from the General Data Protection Regulation ('GDPR' - Regulation (EU) 2016/679)

In order to protect your personal data, the Commission and the EEAS have put in place a number of technical and organisational measures.

Appropriate organisational and technical measures are ensured according to Article 33 of Reg. (EU) 2018/1725. The collected personal data are stored on servers that abide by pertinent security rules. Data is processed by assigned staff members. Access to specific files requires authorisation. Measures are provided to prevent unauthorised entities from access, alteration, deletion, disclosure of data. General access to personal data is only possible to recipients with a UserID/Password. Physical copies of personal data are stored in a properly secured manner.

## 9. EEAS/FPI DATA PROTECTION OFFICER: Any questions to the DPO?

If you have enquiries you can also contact the EEAS Data Protection Officer at [data-protection@eeas.europa.eu](mailto:data-protection@eeas.europa.eu) or for the FPI, the Data Protection Officer of the European Commission at [data-protection-officer@ec.europa.eu](mailto:data-protection-officer@ec.europa.eu).

## 10. RECOURSE

You have, at any time, the right to have recourse to the European Data Protection Supervisor at [edps@edps.europa.eu](mailto:edps@edps.europa.eu).