

# EEAS PRIVACY STATEMENT

FOR THE PURPOSE OF  
PROCESSING PERSONAL DATA RELATED TO THE  
CONFERENCE CYCLE 2021-2022 BRUSSELS INTERNATIONAL COLLEGE  
"TOWARDS A COMMON EUROPEAN STRATEGIC CULTURE"

ORGANISED BY THE EUROPEAN EXTERNAL ACTION SERVICE (EEAS) IN CO-OPERATION WITH THE  
ACADÉMIE ROYALE DES SCIENCES, DES LETTRES ET DES BEAUX-ARTS DE BELGIQUE (ACADÉMIE)

## 1. INTRODUCTION

The protection of your personal data and privacy is of great importance to the External Action Service (EEAS) including the Delegations to the European Union. You have the right under EU law to be informed when your personal data is processed [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 EEAS processes your personal data and what rights you have as a data subject.

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

The purpose of the data processing is to ensure proper organisation and management of the **Conference Cycle 2021-2022 Brussels International College "Towards a common European Strategic Culture"** organised by the EEAS in co-operation with the Académie Académie Royale des Sciences, des Lettres et des Beaux-Arts de Belgique (Académie), including a series of conferences starting with „**The Next Generation EU recovery plan**“, in order to disseminate information among participants and to the public, enhance cooperation, networking, facilitate exchange fora which are often web-based. It is also intended to further contact participants and to promote EU values and 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.

- The organisation of the Conference Cycle 2021-2022 Brussels International College "Towards a common European Strategic Culture" includes the management of contact and mailings lists for invitations, handling of participation requests and feedbacks, the preparation and distribution of preparatory materials, meeting reports, news items and publications to the participants.
- Publication and communication activities related to the Conference Cycle 2021-2022 Brussels International College "Towards a common European Strategic Culture" for dissemination purposes include the publication of information about the conference on the EEAS Intranet and/or on the EEAS website as well as the facilitation of photos and videos, web streaming, audio or video recording during the conference.

### Video and Tele-conferencing (VTC)

Video and Tele-Conferencing may be used in order to meet the objectives outlined above in addition to the presential setup. Registration to the conference is required via e-mail to the Académie. If technically feasible, even if participants have a personal account for the respective platform, they do not need to sign in to the platform to participate in the conference, signing in is only necessary for the conference organiser. Following the indications provided in the invitation will be sufficient (link or Meeting ID and password to join and the way of indicating their identity).

Participants are requested to indicate their first and last name and, if relevant, their organisational entity or – for external participants – their organisation, Member State or international organisation.

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

**EU staff** has to register for the conference via EULearn. You can find the privacy statement of EULearn [here](#).

### Recording of conference sessions

**Recording of the conferences is necessary to use the conference presentations in other conferences or to share it with participants who cannot participate in real time.** The conferences will be live streamed on Facebook. Presentations can be made available by websites and social media pages of the EEAS.

- for future reference to be used by participants and course organisers and for communications activities of the EEAS;
- for interested individuals who were unable to attend.

Consent to being photographed or filmed and to the recording as well as other optional processing of your personal data can be provided by attaching the signed consent form to the registration e-mail. You can give or deny your consent separately for each conference of the series, therefore a separate consent form will be provided for each conference.

As far as possible, the recording will be limited to the panelists and participants who ask questions or make comments only. Participants in person who do not consent to recording, will be separately seated. Participants who attend via the VTC and do not consent to be recorded should switch their camera and microphone off as well as refrain from asking questions through their microphone. Questions can be put using the chat function. That part of the chat will not be stored.

Zoom as provider of the VTC platform may process your data. The aim to use this tool is to guarantee a feasible technical solution to participate at the conferences online. Further information on the data, including the details on the type of data, the purpose of its usage that Zoom may obtain about you and your equipment, as well as the Privacy Policy is available on the following website:

- [ZOOM Privacy](#)

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

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

Participants:

- Identification and contact data, such as name, work position, phone, e-mail address
- Dietary requirements and special assistance, *when applicable*, processed in a secured manner for the sole purpose of accommodating special needs or dietary requests
- Data of in-person participants
- Data processed by service providers – such as logs (please see last paragraph of point 2)
- Pictures, videos, recordings – if giving consent
- Data submitted by the participants when connecting to the training session using the registration or VTC tool
- Your contribution during the training session (recording of the session), if you consent to the recording
- Your VTC conversation history

Panelists/Moderators:

- Data categories as detailed above
- Material and contribution shared during the conference (presentation, handout, etc.)
- Financial information (such as a payment card number or bank account) may be collected for the payment of fees of the conference or for possible reimbursements in the case of participation in person
- Data submitted by the panelists during registration for the VTC tool (name and other data (e.g. email address) as required by the tool (data are kept to the necessary minimum)

**Please note that due to recording and live streaming of parts or all of the conferences, even if you do not share either your audio or your video, your screen name may appear in the streaming or the recordings.**

II. In addition, data are also collected from the website or during the conference and processed for the purpose of informing the public, promoting EU public diplomacy in communications and publications:

- Photos, audio or video filming and web streaming of speakers, participants or organisers as well as feedbacks, surveys, reports and other information about the conference.

Disclaimer:

The organisers waive responsibility of videos/photos taken, shared, published by participants or other individuals, including journalists and other members of the press not contracted by the EEAS/EU Delegations.

III. Data collection by websites: when using online applications, websites may apply dynamic tools such as cookies for technical functioning, gathering statistics and providing a personalised experience for you as a user. More information about cookies can be found on the specific websites.

Vaccination or recovery certificates, or results of negative Covid-19 tests may be checked under the responsibility of the facility operator in accordance with applicable health and safety measures.

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

The data controller determining the purpose and means of the processing is the European External Action Service.

**The EEAS Division Communications Policy and Public Diplomacy (SG.STRAT.1) is responsible for managing the personal data processing under the supervision of the Head of Division and is the controller entity engaging the service provider GOPA and co-operating with the Académie through which you registered to the conference.**

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

In general, access to your personal data is provided to authorised staff according to the “need to know” principle. Staff abide by statutory, and when required, additional confidentiality obligations.

The recipients of your data may be:

- Designated organising staff of the EEAS
- The contractor [GOPA](#), the service provider on behalf of the organiser
- Participants, interpreters, technical staff if relevant
- EEAS staff and other EEAS Intranet users (if data published on the EEAS intranet)
- General public (if data made public on the internet, including EEAS website or social media platforms)
- The Académie Royal des Sciences, des Lettres et des Beaux-Arts de Belgique, handling the registration and co-operating in the organisation of the conference

Personal data is only transferred to a Third Country as Zoom, the provider of the VTC platform is a U.S. company. Such transfer takes place as it is necessary to provide you with the opportunity to participate on the conference on line. Zoom undertakes to follow the Standard Contractual Clauses of the European Commission. The conference will be live streamed via Facebook.

Data will not be communicated to third parties, except where necessary for the purposes outlined above and will not be used for direct marketing. Under certain conditions outlined in law, we may disclose your information to third parties, (such as the European Anti-Fraud Office, the Court of Auditors, or law enforcement authorities) if it is necessary and proportionate for lawful, specific purposes. Service providers abide by contractual clauses for the protection of your data and will process them on documented instructions and on behalf of the EEAS/EU Delegation in accordance with Article 29 of Regulation (EU) 2018/1725.

### **Social Media**

The EEAS and the EU Delegations, including Regional Teams of 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 website can appear on [Twitter](#), [Instagram](#), [Flickr](#), [LinkedIn](#) and [Facebook](#). The use of social media does not in any way imply endorsement of them or their privacy policies. 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.

## **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. Under certain conditions, 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 EEAS 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 organisers please use the mail address you received the invitation from**

**or**

**[SG-STRAT-1-CONTRACTS@eeas.europa.eu](mailto:SG-STRAT-1-CONTRACTS@eeas.europa.eu)**

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

### Lawfulness of the data processing

The processing of personal data related to Conference Cycle 2021-2022 Brussels International College "Towards a common European Strategic Culture" organised by the EEAS in cooperation with the Académie is necessary for the performance of a task carried out in the public interest [Article 5(1)(a) of Regulation (EU) 2018/1725], as mandated by the Treaties, in particular by articles 5, 11, 20, 21-40, 42, 43 of the of the Treaty on European Union (TEU) and 2 (4) and (5), 205, 220-221, 326 – 334 of the Treaty on the Functioning of the European Union (TFEU).

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 reference:

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) and 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".

At the same time, data processing for EU communication activities and publications is based on your consent requested separately [Article 5(1)(d) of Regulation (EU) 2018/1725]. Your consent is required for:

- photos, video recordings and web streaming related to the conference which may be shared in EU communications (*see details in paragraph "Recording of conference sessions" of point 2*)
- sharing the attendance list containing your name, affiliation and contact details among participants and with the host/presenter of the conference
- permanent contact list created and shared internally among EEAS services for the purpose of promoting EU activities/events and disseminating information.

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 your consent at any time.

#### **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. After the conference, your data are kept as long as follow-up actions to the conference are required. Reports and other material containing personal data are archived according to e-Domec policy.

Personal data will be deleted five years after the last action in relation to the conference. Personal data may, however, be part of a contact list shared internally among EEAS services for the purpose of promoting future EU activities and disseminating information. The privacy statement on public diplomacy initiatives is also available on the EEAS website. Financial data related to the conference will be kept for a maximum period of 10 years after the end of the conference for auditing purposes. Sensitive personal data relating to dietary requirements and/or need for special assistance 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 conference, but no later than within 1 month after the end of the conference. Personal data may be kept for information and historical, statistical or scientific purposes for a longer period of time including the publication on the EU Delegation webpage and EEAS Intranet or EEAS website with appropriate safeguards in place.

##### Security of data

The EEAS, the EU Delegation and FPI strive to ensure a high level of security for your personal data. 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 authorization. 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 are stored in a secured manner. In case a service provider is contracted, as a processor, the collected data may be stored electronically by the external contractor, who has to guarantee data protection and confidentiality required by the Reg. (EU) 2018/1725. These measures also provide a high level of assurance for the confidentiality and integrity of the communication between you [your browser] and the EEAS/EU Delegation. Nevertheless, a residual risk always exists for communication over the internet, including email exchange. The EEAS relies on services provided by other EU institutions, primarily the European Commission, to support the security and performance of the EEAS website.

Security of the online platform Zoom used for video-conferencing is assured by the service provider. The security policy of Zoom, can be verified at the relevant website.

- [Zoom security; https://zoom.us/docs/doc/Zoom-Security-White-Paper.pdf](https://zoom.us/docs/doc/Zoom-Security-White-Paper.pdf)

As Zoom enhances its security and privacy features, the EEAS keeps under constant review the technical measures it takes to protect your personal data.

#### **9. EEAS 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).

#### **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).