

FOR THE PURPOSE OF
**PROCESSING PERSONAL DATA LINKED TO MEETINGS AND EVENTS
ORGANISED BY THE EEAS SERVICES (HQ AND/OR EU DELEGATIONS)**

1. INTRODUCTION

THE PROTECTION OF YOUR PRIVACY INCLUDING YOUR PERSONAL DATA IS OF GREAT IMPORTANCE TO THE EUROPEAN EXTERNAL ACTION SERVICE (EEAS), THEREBY REFLECTING THE PROVISIONS OF THE CHARTER ON FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION, AND IN PARTICULAR ITS ART. 8. THE PRESENT PRIVACY STATEMENT DESCRIBES WHICH MEASURES ARE TAKEN IN ORDER TO PROTECT YOUR PERSONAL DATA WITH REGARD TO THE ACTION INVOLVING THE PRESENT DATA PROCESSING OPERATION AND WHAT RIGHTS YOU HAVE AS A DATA SUBJECT. YOUR PERSONAL DATA ARE PROCESSED IN ACCORDANCE WITH REGULATION (EC) 45/2001 ON THE PROTECTION OF INDIVIDUALS WITH REGARD TO THE PROCESSING OF PERSONAL DATA BY THE COMMUNITY INSTITUTIONS AND BODIES AND ON THE FREE MOVEMENT OF SUCH DATA AND ITS SUCCESSIVE LEGISLATIVE ACT, ALIGNED WITH THE GENERAL DATA PROTECTION REGULATION /REG. (EU) 2016/679/. ALL DATA OF A PERSONAL NATURE - NAMELY DATA THAT CAN IDENTIFY YOU DIRECTLY OR INDIRECTLY WILL BE HANDLED FAIRLY AND LAWFULLY WITH THE NECESSARY CARE.

2. PURPOSE OF THE PROCESSING OPERATION

The purpose of the present processing operation is to ensure the proper organisation and management of the meeting or the event concerned – organised by an EEAS service (HQ and/or by EU Delegations) in-house or in external locations.

- 'Meetings and events' include in-house and external location meetings, workshops, information days, conferences, seminars, experts meetings and other meetings and events related to the functioning of the EEAS.
- The organisation and management of 'meetings and events' include the management of lists and mailings-lists for contacts, invitations, participants, reports, distribution of reports, feedback on reports, follow-up meetings, follow-up actions, photographs/pictures, presentations, live web streaming and/or audio and video recording of speakers and participants, news and publications, including on the EEAS Intranet or on the EEAS website.

The meetings of Council instances under EEAS chair are not covered. They are the subject of a notification by the General Secretariat of the Council.

3. DATA PROCESSED

The data which may be processed for that purpose are the following:

- Data necessary for the organisation and management of the meeting, such as name/surname/profession/ postal & e-mail addresses/phone number/fax number, etc. as well as gender (needed for the right title)
- Live web streaming and/or audio and video recording of speakers and participants, presentations of speakers could be recorded and published in the context of the meeting (a specific opt-out is provided for)
- Identity/passport number and validity, nationality, date of birth for access control purposes to the EEAS' premises (under responsibility of the EEAS Security Directorate) or to external premises including other EU venues, if appropriate
- Information about the form of transport use & hotel, and banking information for purpose of reimbursement of travel expenses/allowances, if appropriate

No sensitive data (according to Article 10 of the Regulation 45/2001) is intended to be processed. The publication of images concerning internal events on the EEAS Intranet is covered by a dedicated notification. The processing of lists / mailing lists used in HQ departments/Delegations for information purposes related to the meeting subject is covered by this notification.

4. CONTROLLER OF THE PROCESSING OPERATION

The Controller determining the purpose and the means of the processing operation is the European External Action Service. The service – EEAS Directorate, Division, EU Delegation – responsible for managing the personal data processing operation is the organiser of the meeting or event under the supervision of the Director, Head of Division, Head of Delegation or the Deputy acting on his/her behalf. The organiser is the service – EEAS Directorate, Division, EU Delegation – from which you have received the invitation for the meeting or event concerned.

5. RECIPIENTS OF THE DATA

The recipients of your data may be

- Organiser of the meeting /event (designated organising team members)
- Assigned staff including security and other partners and sub-contractors on behalf of the organiser, if appropriate also at other external premises
- Participants
- Interpreters
- Inspection staff (if appropriate)
- EEAS staff and other EEAS Intranet users (if appropriate and in case the data would be published on the EEAS intranet)
- General public (if appropriate and the data would be made public on the EEAS Website)

The given information will not be communicated to third parties, except where necessary for the purposes outlined above.

6. PROVISION, ACCESS AND RECTIFICATION OF THE DATA

You have the right to access your personal data and the right to correct any inaccurate or incomplete personal data, as well as to request the removal of your personal data, if collected unlawfully, which will be implemented within 10 working days after your request will have been deemed legitimate. If you have any queries concerning the processing of your personal data, you may address them to the organiser (to the mailbox from which you have received the invitation).

7. LEGAL BASIS FOR THE PROCESSING OPERATION

The processing operations on personal data linked to the organisation and management of meetings and events, incl. workshops, info days, seminars, etc. is necessary for the management and functioning of the EEAS, as mandated by the treaties, and more specifically articles 5, 7 and 211 - 219 of the EC Treaty.

The processing operations on personal data for the organisation and management of meetings and events, with or without outside participants are necessary and lawful under article 5 (a) of Regulation (EC) 45/2001. Articles 20 "Exemptions and restrictions" and 27 "Prior checking (by the EDPS)" are not applicable.

Further legal 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.](#)

8. TIME LIMIT FOR STORING DATA

Personal data is kept as long as follow-up actions to the meeting are necessary with the regard to the purpose(s) of the processing of personal data as well as for the meeting and its related management. Reports containing personal data will be archived according to the e-Domec policy (Commission's administrative framework, also applied by the EEAS).

All personal data will be deleted from databases 1 year after the last action in relation to the meeting.

Personal data (limited to name, surname and possibly photos) might be kept for information and historical purposes for a longer period of time if they have been published on the EEAS Intranet or EEAS website.

Nevertheless, where needed, after this period, personal data may be part of a list of contact details shared internally amongst the EEAS services for the purpose of contacting data subjects in the future in the context of their activities. If data subjects do not agree with this, they may contact the organiser.

If requested by the data subject his/her personal data will be erased within the 10 working days of the request and after having communicated to the requestor the effects of such erasure. Special attention is drawn to the consequences of a request for deletion, in which case any trace to be able to contact you will be lost.

While processing and storage appropriate organisational and technical security measures are ensured in accordance with applicable legislative acts.

9. DPO CONTACT

In case you have questions related to the protection of your personal data, you can also contact the EEAS Data Protection Office at data-protection@eeas.europa.eu.

10. RECOURSE

You have at any time the right of recourse to the European Data Protection Supervisor at edps@edps.europa.eu.