

# Privacy Notice – External Events

## PROTECTION OF YOUR PERSONAL DATA

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

### **1. Introduction**

The European Union Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice (hereafter, 'eu-LISA') is committed to protecting your personal data and to respecting your privacy. eu-LISA 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 the protection of all personal data provided, how that information is used and what rights you have in relation to your personal data.

The information in relation to processing operation "External Events" undertaken by the Executive Support and Stakeholder Relations Unit (ESU) is presented below.

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

The Executive Support and Stakeholder Relations Unit (ESU) collects and uses your personal data to provide you with information about specific meetings or events (before, during and after) and to process your application for participation at such meetings or events.

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

If the meeting or event uses web-streaming/official photo-/videographers, the following paragraphs will be included in the specific privacy statement:

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- Live web-streaming and audio-visual recording at the event or meeting of speakers, organisers and participants, as well as photographs of the speakers and panoramic photographs of participants and organisers will be taken and published in the context of the event or meeting on a website or place indicated in the specific privacy statement linked to the meeting or event.
- The audience, or non-speaker participants, are photographed individually or in groups only with their prior authorisation. The participants may however appear in panoramic photographs of the whole event/audience.
- Participants that do not wish to be part of the above web-streaming and recording/publishing activities have the possibility to object to the processing of their image/voice.

The specific privacy statement will explain how data subjects can object to processing (e.g. by sitting in back rows which are not recorded/photographed, by wearing special badges, etc.).

### **3. On what legal ground(s) do we process your personal data**

We process your personal data, because processing operations on personal data, linked to the organisation, management, follow-up and promotion of external events are necessary for the management and functioning of the Agency as per article 34 (4) of Regulation (EU) 2018/1726 (eu-LISA shall communicate in accordance with the Union legal acts governing the development, establishment, operation and use of large-scale IT-systems and may engage in communication activities on its own initiative within its field of competence.)

Consequently, said 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 in the public interest or in the exercise of official authority vested in the Union institution or body).

Your consent is required for:

- the sharing of the participants list/attendee list containing first name, last name, organisation, e-mail address with other participants;
- if applicable, the publication of your personal data contained in minutes, reports, PowerPoint presentations or relevant documentation used during meetings on a publicly available website or printed in illustrative communication material, photo albums and/or videos.
- the processing of your personal data for inviting you to future events the data controller may organise;
- Individual and/or groups photographs or audio-visual recordings.

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.

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Your consent for these purposes can be withdrawn at any time by contacting the controller. Please note that withdrawing your consent does not affect the lawfulness of any processing based on your consent before it is withdrawn.

As a rule, no special categories of personal data are collected for the purpose of organising the event. However, in the context of a specific event we may process special categories of personal data which could include meal preferences or dietary requirements. The processing of such sensitive information will be carried out only if the data subject has given explicit consent to the processing of such personal data for one or more specified purposes, except where Union law provides that the prohibition referred to in paragraph 1 may not be lifted by the data subject (article 10(2) (a) of Regulation (EU) 2018/1725).

The details of such processing will be provided in the privacy statement for the specific event.

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

In order to carry out this processing operation, the Executive Support and Stakeholder Relations Unit (ESU) collects the following categories of personal data:

- 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): contact details - first name, last name, title, organisation, function, e-mail, phone number;
- Minutes, reports, PowerPoint presentations or relevant documentation used during meetings can be collected and shared with meeting participants;
- Photos, video recording, sound recording and web-streaming where event participants and/or speakers appear are taken by eu-LISA staff or by contractors on behalf of eu-LISA, with prior authorisation or announcement during the event and published (including controlled websites and social media) in the context of the event and in the framework of eu-LISA's activities;
- For the purpose of booking accommodation and travel for speakers, passport details are collected by the processor;
- For the purpose of reimbursement of travel and/or accommodation expenses to speakers that have made their own bookings, financial details are collected by the processor;
- For the purpose of access control to eu-LISA facilities: first and last name; organisation; date of birth; nationality; type, number and validity of an official identification document (passport, ID card) are collected prior to their arrival (managed by the Security Unit). Data subjects' consent will be required to collect the following personal data:
  - Dietary requirements (optional) for event participants;
  - The sharing of the participants list/ attendee list containing first name, last name, organisation, e-mail address with other participants;

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- If applicable, the publication of speakers and/or participants' personal data contained in minutes, reports, PowerPoint presentations or relevant documentation used during meetings on a publicly available website or printed to illustrate communication material, photo albums and/or videos.
- The processing of participants' personal data for inviting them to future events the data controller may organise or for managing your subscription to a newsletter of the data controller.

Should any participant at an eu-LISA event not wish to be recorded in the context of keynote/panel filming or web streaming, he/she should kindly make eu-LISA aware of this by contacting us at [communication@eulisa.europa.eu](mailto:communication@eulisa.europa.eu) prior the event.

During eu-LISA events, photographs could be taken both in the areas adjacent to the event and in the event areas themselves. In case you are photographed and would rather your photo not be part of information provided to the public, whether on social media channels used by eu-LISA, event specific websites or others websites managed by eu-LISA, please contact us at [communication@eulisa.europa.eu](mailto:communication@eulisa.europa.eu).

Selected service providers for organisational purposes (such as caterers, event management organisations, photographers) 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.

The provision of personal data is mandatory in order to attend eu-LISA events. If you chose to not provide your personal data, possible consequences are that eu-LISA will not be able to process your registration request and you will not be granted access to the event.

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

The Executive Support and Stakeholder Relations Unit (ESU) 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 event (this includes the information given during the registration, before, during or after the event) will be deleted after the Agency has processed the final payment in relation to the event, unless participants have given their consent to being invited to future similar events;
- Sensitive personal data relating to dietary 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 after having processed the final payment in relation to the event.
- Sound recordings of events, when not for publication, will be deleted after the final report of the event is delivered, but no longer than six **6 months** after the end of the event.

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- Videos and photographs taken at external events are kept for **5 years** after the event period before being deleted.
- Personal data shared with the Security Unit for the purpose of access control to eu-LISA facilities is kept for the period needed to safely handle entry and exit to the event premises.

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

Access to your personal data is provided to:

- eu-LISA staff responsible for carrying out the processing operation
- other eu-LISA authorised staff according to the “need to know” principle (e.g. Security Unit for the purpose of access control to eu-LISA facilities). Such staff abide by statutory, and when required, additional confidentiality agreements.
- contractors providing services for the event organisation: photos, videos and catering;
- participants at the events: limited to contact details, if participants have consented;
- a wider public if it is provided that personal data is to be published on eu-LISA controlled websites or Social Media channels.

If the controller uses (a) service provider(s) (processor(s)) to assist the controller in the organisation of a specific event or for access control purposes, the controller may also share your information with those service providers for the purposes of organising the event or for access control purposes. In that case, a list of service providers will be included in the privacy statement of that specific event.

If the publication of any personal data is foreseen, the privacy statement of the specific meeting or event will explain the extent of personal data to be published and the legal basis for it (e.g. consent).

- Third party IT tools, including social media (*if they are used, this will be explained in the specific privacy statement of the meeting or event*)

We may use third party IT tools to inform about and promote the event through widely used communication channels, including social media. You may be able to watch our videos, which may also be uploaded to one of our social media pages and follow links from our website to other relevant social media platforms.

We recommend that users carefully read the relevant privacy policies of the social media platforms used. These explain each company’s policy on 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.

The use of a third-party IT tool does not in any way imply that eu-LISA 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.

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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.

### **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, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or 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).

You have consented to provide your personal data to the Executive Support and Stakeholder Relations Unit (ESU) for the processing operations referred to in paragraph 4.

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.

### **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, the Executive Support and Stakeholder Relations Unit (ESU) at [communication@eulisa.europa.eu](mailto:communication@eulisa.europa.eu).

#### **- The Data Protection Officer of eu-LISA**

You may contact the Data Protection Officer ([dpo@eulisa.europa.eu](mailto:dpo@eulisa.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.