

2018 / Twelfth edition of the European Development Days

Data protection policy

COMMUNITY

1. The Specific e-Service “Registration to the «twelfth edition of the European Development Days»”

This e-Service is made available on this web page in order to offer an online electronic registration for the twelfth edition of the European Development Days. While registering your personal data will be collected and further processed for the purposes detailed hereafter under point 2. This e-Service and the meeting are under the responsibility of Mr. Stefano Manservigi, Directorate-General for Development and International Cooperation, acting as the Controllor.

As this e-Service collects and further processes personal data, Regulation (EC) 45/2001 of the European Parliament and of the Council of 18 December 2000 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 is applicable.

2. What personal information do we collect, for what purpose and through which technical means?

Data for Communication purposes (see notification DPO-3036.8)¹

The personal data collected and further processed for communication and reporting aspects are the following mandatory fields:

- Gender
- First Name
- Last Name
- Email address
- Nationality
- Position
- Organisation

Photographs/pictures, presentations, live web streaming and audio and video recording of speakers and participants.

The purpose of the processing of these personal data for the e-Service as well as for the Meeting is:

Management of the registration to the Meeting and management of the Meeting, including management of lists for contacts, invitations, participants, reports, distribution of reports, feedback on reports, meeting follow-ups, follow-up

meetings, follow-up actions, information sharing and publication of minutes of the Meeting on EDD website.

There will be photographers and/or video capitation in all sessions, village and lounge zones. Photographs/pictures, presentations, live web streaming and audio and video recording of speakers and participants could be published in the context of the meeting and/or for communication and promotion purposes in the framework of European Commission activities. An opt-out is provided to participants who prefer their images not to be recorded.

Data for Security purposes (see notification-s DPO-3036.8¹, DPO 508.8², DPO-2638.4³)

The personal data collected and further processed for safety and security aspects are the following mandatory fields:

- ID/passport number
- Issue and expiry date of ID/passport
- ID picture for the badge
- Date of Birth
- Country of Birth
- Residence details

The purpose of the processing of these personal data for the e-Service as well as for the Meeting is:

- Ensure production of personal recognisable badges
- Ensure a smooth process of registration, including controlling that the personal badge is picked up and worn by the right person
- Ensure IN/OUT tracking during the Meeting to know at each time how many persons are inside the Meeting

3. Who has access to your information and to whom is it disclosed?

The access to all personal data as well as all information collected in the context of this meeting, and the organisation thereof, is only granted to a defined population of users managing the registration to the twelfth edition of the European Development Days, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with Community legislation, as well as to security and judicial authorities of the competent

state in conformity with national law.

No personal data is transmitted to parties, which are outside the recipients and the legal framework mentioned.

4. How do we protect and safeguard your information?

The collected personal data and all information related to the above mentioned meeting is stored on the servers of the external contractor or its subcontractor acting as processor which will house and operate the site, which guarantees a complete confidentiality of the collected data as required by the Regulation (EC) 45/2001.

5. How long do we keep your data?

Data for Communication purposes

are kept as long as follow-up actions to the above mentioned Meeting are necessary with regards to the purpose of the processing of personal data for the e-service as well as for the Meeting and its related management.

Web-streaming/recording materials are deleted after a period of 2 years.

Moreover, your personal data will be part of a list of contact details (The EDD Community) for the purpose of contacting you in the future in the context of the preparation of the 2019 edition of the meeting and future edition if any.

If you do not agree that your data for communication purposes are kept after the conclusion of the Meeting, you can contact community@eudevdays.eu or the Controllor (point 7 below) explicitly specifying your request.

Data for Security purposes are destroyed within the week after the conclusion of the Meeting.

6. How can you verify, modify or delete your information?

Please contact:
community@eudevdays.eu

7. Contact Information

In case you have questions related to this e-Service, or the organisation of the Meeting, or concerning any information processed in the context of the meeting, or on your rights, feel free to contact the support team, operating under the responsibility of the Controller, using the following contact information:

EuropeAidEDD2018@ec.europa.eu

8. Recourse

Complaints, in case of conflict, can be addressed to the European Data Protection Supervisor: edps@edps.europa.eu