



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: European Development Days 2022 (EDD 2022) and other related events

Data Controller: European Commission, Directorate-General for International Partnerships (INTPA)/ Political Strategy and Communication (INTPA.DG.02)

Record reference: DPR-EC-1063

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1. Introduction

The European Commission is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council 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.

This privacy statement explains the reason for the processing of your personal data in the context of European Development Days. It explains the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation of personal data for the registration to the fifteenth edition of the European Development Days (hereafter referred to as 'EDD'), undertaken by the Directorate-General for International Partnerships (hereafter referred to as 'INTPA')/ Political Strategy and Communication (hereafter referred to as 'INTPA.DG.02') of the European Commission, is presented below.

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

Purpose of the processing operation: INTPA.DG.02 collects and further processes your personal data for the management of the activities linked to the organisation, management, communication, promotion and follow-up of the EDD 2022 event and related meetings. This includes:

- Creation of a profile on the EDD website www.eudevdays.eu to submit a proposal for the EDD 2022 programme or to register to EDD 2022 and related events, such as the Community Meetings.
- Registration to participate in the Community Meetings (22 February 2022, and over the course of May 2022) and/or EDD 2022 event (including access requirement, acknowledgment email, and information sharing), which will take place on 21-22 June 2022.
- Being 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 2023 edition and future editions if any.
- Subscription to the EDD Community mailing list for updates regarding the organisation of the EDD 2022 and for receiving a newsletter from the Data Controller.
- Drafting and publication of reports, minutes, follow-up meetings of the EDD 2022 event and related meetings on the EDD website.

For EDD 2022 Event onsite participants:

- Ensuring production of personal recognisable badges and a smooth process of registration, including controlling that the personal badge is picked up and worn by the

right person.

- Ensuring IN/OUT tracking during the EDD 2022 Event to know at each time how many persons are inside the venue, for security and safety reasons.

For EDD Event and related meetings participants **both onsite and online**:

There will be photographers and audio-video captures in the EDD 2022 Event sessions and related meetings both online and onsite, village and lounge zones. All sessions will be live streamed and recorded for replays on the [EDD 2022 website](#). Photographs/pictures, presentations, live web streaming and audio and video recording of speakers and participants might be published in the context of the EDD 2022 Event for communication and promotion purposes in the framework of European Commission activities.

Participants that do not want to be part of the above web-streaming and recording/publishing activities have the possibility to opt out:

- *For the onsite event:* specific areas will be dedicated to attendees/participants who do not want to be seen on camera nor photographed. For organisational and logistic purpose, we invite attendees/participants who do not want to be seen on camera nor photographed to sit in these areas and to wear at all times the specific lanyard and/or badge provided at the registration desk at the venue. Attendees/participants not sitting in the dedicated area and not wearing the lanyard or badge hereabove mentioned might appear in audio-visual material.
- *For the online event:* for organisational and logistic purpose, we invite attendees/participants of the online event to turn off their camera and microphone and ask any questions they may have in the chat. Attendees/participants turning on their camera and/or microphone might appear in audio-visual material.

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

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

The processing operations on personal data, linked to the organisation, management, follow-up and promotion of the event (including web-streaming, photos, audio-visual recording) are necessary for the management and functioning of the Commission, as mandated by the Treaties. Those provisions are 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 in the public interest or in the exercise of official authority vested in the Union institution or body).

The processing operations on personal data of the speakers for the European Development Days with whom a contract is concluded, are 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 is required for:

- The processing of your personal data relating to your dietary and access requirements – should you have any;

- The processing of your personal data for managing your subscription to the EDD Community contact list and for receiving invitations to and information about future EDD events the data controller may organise (including subsequent EDD editions);
- The processing of your personal data for the publication of audio-video recordings on EDD event website and the European Commission’s website and social media channels. For organisational and logistic purposes, participants/attendees who do not want to be part of the recording/publishing activities will have to comply with the ‘opt out measures’ described in this privacy statement (i.e., sit in the no picture/no video zone and wear the specific badge/lanyard and turn off their camera and microphone).
- The processing of your personal data for the publication of your pictures(s) taken during the event and related meetings on the EDD event website and/or European Commission’s website and social media channels. For organisational and logistic purposes, participants/attendees who do not want to be photographed individually or in small groups will have to comply with the ‘opt out measures’ described in this privacy statement sit in the no picture/no video zone and wear the specific badge or lanyard provided (for online participants) and turn off their camera (for onsite participants).

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:

- To unsubscribe from the newsletter, please click on the unsubscribe button or send an email to community@eudevdays.eu
- To withdraw consent that you have provided in order to benefit from other services, please contact community@eudevdays.eu.

4. Which personal data do we collect and further process?
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The following personal data will be processed:

- First Name and Last Name
- Gender
- Title
- Job Title
- Organisation
- E-mail address
- Country
- Nationality (for onsite participants only)
- Date of birth (for onsite participants only)
- ID or Passport number (for onsite participants only)

- Picture for the purpose of creating badges (mandatory for onsite participants only) and/or for the creation of the online profile (optional)
- Accessibility needs (where needed, for onsite participants only)
- Audio and/or visual data processed during and after the event (optional)

5. How long do we keep your personal data?

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:

- All 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 **one (1) year** after the last action in relation to the event, with the exception of ID or Passport number and data related to dietary requirements of onsite participants which will be kept for **one (1) month** after the end of the event.
- Recordings from the web-streamed event will be kept for **two (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 event, the recordings will be kept for **three (3) months** after the event 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 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](#) (Management of subscriptions to receive information).
- Selected service providers for organisational purposes 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.

6. How do we protect and safeguard your personal 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/or of its contractors. 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 Commission's 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 has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

7. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to other authorised Commission staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Where necessary, we may also share your information with service provider(s) for the purposes of organising the EDD 2022 Event and related meetings: [ICF Next S.A.](#), Avenue Marnix 17, 1000 Brussels, Belgium and their sub-contractor(s). Pictures and video recordings will be used for communication purposes on the EDD website and the European Commission’s Directorate-General for International Partnerships’ social media channels (Facebook, Twitter, Instagram, YouTube, LinkedIn) and websites as well as for promotional material (e.g. the Community guide).

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 (for example to the Belgian authorities for safety and security of the speakers), attendees and staff of the onsite event purposes).

Pursuant to Article 3(13) of Regulation (EU) 2018/1725, public authorities which may receive your personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients; the processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

Cookies

Cookies are short text files stored on a user’s device (such as a computer, tablet or phone) by a website. Cookies are used for the technical functioning of a website (functional cookies) or for gathering statistics (analytical cookies).

Enabling these cookies is not strictly necessary for the website to work but it will provide you with a better browsing experience. You can delete or block these cookies, but if you do that, some features of the meeting/event website may not work as intended.

The cookie-related information is not used to identify data subjects personally. These cookies are not used for any purpose other than those described here and the relevant cookie policy(ies).

Third party IT tools, including Social Media

We use third-party IT tools to inform about and promote the event through widely used communication channels, including social media. For detailed information about the use of social media by the European Commission, see the Record of Processing [DPR-EC-00073](#) (Social Media Use by the European Commission).

You can watch our videos, which we also upload to our International Partnerships Facebook, Twitter, YouTube, Instagram page and follow links from our website to International Partnerships social media channels.

In order to protect your privacy, our use of third-party IT tools to connect to those services does not set cookies when our website pages are loaded on your computer (or other devices), nor are you immediately redirected to those social media or other websites. Only in the event that you click on a button or “play” on a video to watch it, a cookie of the social media company concerned

will be installed on your device. If you do not click on any social media buttons or videos, no cookies will be installed on your device by third parties.

In order to view such third-party content on our websites, a message will alert you that you need to accept those third parties' specific Terms and Conditions, including their cookie policies, over which the Commission has no control.

We recommend that users read the relevant privacy policies of [Twitter](#), [Facebook](#), [YouTube](#), [Instagram](#), [LinkedIn](#), and [slido](#) carefully before using them. These explain each company's policy of 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 the European Commission endorses them or their privacy policies. If one or more third party IT tools are occasionally unavailable, we accept no responsibility for lack of service due to their downtime.

For the purpose of hosting web meetings, Cisco **WebEx**, third-party tool collects data when the participant registers and use the Cisco WebEx service. It collects name, email address, password, public IP address, browser, phone number (optional), mailing address (optional), geographic region, avatar (optional), user information included in the customer's active directory (if synched), Unique User ID (UUID). CISCO and the contractor have access to the data. It hosts the collected personal data within the European Union

Detailed information on CISCO WebEx's data privacy policies is also available here: <https://trustportal.cisco.com/c/dam/r/ctp/docs/privacydatasheet/cisco-webex-meetings-privacy-data-sheet.pdf>.

8. 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, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and 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) of Regulation (EU) 2018/1725 on grounds relating to your particular situation.

You have consented to provide your personal data to the data controller for the present processing operation. You can withdraw your consent at any time by notifying the data controller at community@eudevdays.eu. The withdrawal of your consent 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. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e., their Record reference(s) as specified under Heading 10 below) in your request.

9. 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, INTPA Unit 02, INTPA-EDD2022@ec.europa.eu

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) about 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) 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.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the European Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.