

Workshop and final conference under the regional project “Supporting National Human Rights Institutions in monitoring fundamental rights and the fundamental rights aspects of the rule of law”, 20-22 February 2024, Brussels, Belgium

The European Union Agency for Fundamental Rights (FRA or Agency) processes the personal data of a natural person in compliance with Regulation 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

This data protection notice explains FRA’s policies and practices regarding its collection and use of your personal data, and sets forth your privacy rights. We recognise that information privacy is an ongoing responsibility, and we will update this notice where necessary.

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## 1. Why do we process personal data?

The personal data are collected and processed for the proper organisation at the premises of the EFTA House, Brussels, Belgium, from 20 to 22 February of one **workshop** and the **final conference** (hereinafter: the events) in the framework of the regional project “Supporting National Human Rights Institutions in monitoring fundamental rights and the fundamental rights aspects of the rule of law”, funded under the EEA and Norway Grants. For the purposes of organising these events, FRA, being the lead partner and organiser, carries out the following processing activities: organising travel and accommodation arrangements (through the contractor MCI Benelux S.A.), mailing lists of contacts, correspondence with speakers, moderators, and participants, preparing of the programme and sessions, as well as event follow up actions such as event report.

FRA’s data processor is **MCI Benelux S.A.**, which supports the registration and the logistics of the organisation of the events through a framework contract with the European Commission. Organisational measures may include sharing your data with authorised subprocessors such as the companies responsible for travel, accommodation, and catering.

The purpose of the processing of personal data is handling registration and attendance, reporting on the events, as well as event follow-up actions, such as sharing presentations among participants and feedback collection. It includes, in particular, lists and mailing lists for contacts, invitations, participants, reports, minutes, distribution of reports/minutes, feedback on reports, meeting follow-up, follow-up meetings, follow-up actions, giving access to premises, providing catering, assistance for accommodation and travel, photographs/pictures, presentations, audio and/or video recording of speakers and participants of the final conference, news and publications.

The workshop will take place only face-to-face. The final conference will also take place face to face except for one of the participants who will join the event via an online link to Teams set up by the FMO Secretariat at the EFTA House in Brussels.

## 2. What kind of personal data does the Agency process?

We will collect only the following personal data necessary for the processing operation described above.

(a) General personal data:

- Personal details: name, surname, date of birth, gender, nationality, address. For organising travel and accommodation, participants may be required to provide data of birth, nationality, ID or passport number to FRA or to FRA’s processor. Collecting such data might be necessary in

those cases to comply with the national and international laws applicable to travels and air carriers.

For participants for which FRA will cover and organise travel and accommodation, the contractor MCI Benelux will also collect the following data acting as FRA's processor on its behalf:

- Departure city, country,
  - Preferred departure date,
  - Return city, country,
  - Preferred return date
  - Specific travel request, if any as indicated by participant
- Contact details: email address, mobile phone numbers (optional).
  - Employment details: function/title, name, and type of the employer/organisation.
  - Other:
    - Image audio and/or video recordings of data subjects participating in the final conference transmitted via Teams through the link provided to the participant joining the event online.
    - IP addresses and/or cookies of participants and other metadata may also be collected by the online registration tool as indicated in Section 3 below.

(b) Special categories of personal data:

- The image, photo, and audio and video recordings of all participants, speakers, and moderators taking part in the final conference (in person or online) might incidentally reveal racial or ethnic origin, political opinions, and religious belief.
- Food preferences indicated by the participants in the registration form for the organisation of the catering may reveal health conditions and/or religious beliefs.
- Limited information on health conditions (e.g. special accommodation required by participants with disabilities) that need to be taken into account for organising the travel and accommodation.

### 3. How do we collect and process your personal data?

*3a. Information you provide us:*

For the organisation of the events, including the travel and accommodation as well as catering arrangements, FRA and its processor [MCI Benelux](#) collects from you the personal data described in Section 2 above via email and via the registration form sent to you by email.

Should you inform FRA about the sensitive personal data mentioned above, your consent to the processing will be requested by email.

*3b. Information we collect about you:*

The registration process and email campaigns will be managed via the software **Stova** (former **Aventri**). The system uses first party cookies and essential cookies only for functional purposes to improve your website experience.

Neither of these cookies can read or access other cookies or any data from a user's hard drive. Further, neither of these cookies alone will personally identify any user; however, the cookies will recognise the user's individual web browser or device through its IP address, the browser version, or the device's operating system.

Aventri will not use and/or process the data collected during the registration process other than to store it for the Contractor (MCI Benelux S.A). Event reminder emails and a post-event follow up emails will be sent also through Aventri. Please refer to [Stova's privacy policy](#) and [Aventri's cookie policy](#) for further information.

For identifying participants and speakers for the events, the FRA has reached out by e-mail to different institutions/organisations, complemented by selected email addresses of FRA key stakeholders and networks who had in both cases consented to further communication and are part of FRA's Customer Relationship Management system (CRM), see data protection notice [here](#).

For the production of badges, the list of participants will be shared with FRA's contractor MCI Benelux.

*3c. Information we receive from other sources:*

Moreover, for identifying participants for the events, the FRA has also collected publicly available (internet) contact details such as email addresses, names, or surnames.

#### **4. Who is responsible for processing your personal data?**

The Agency is the legal entity responsible for the processing of your personal data and determines the objective of this processing activity. The Head of Institutional Cooperation and Networks Unit is responsible for this processing operation.

Moreover, the third parties indicated above also process your personal data, acting as FRA's processors or subprocessors. Please refer to the respective data protection notices.

#### **5. Which is the legal basis for this processing operation?**

The processing operation is necessary for the performance of the tasks carried out by the Agency in the public interest to achieve the objectives set out in its Work Programme and are necessary for the management and functioning of the Agency. In particular, Article 6.1 (b) of the FRA Founding Regulation (Council Regulation (EC) No. 168/2007 establishing a European Union Agency for Fundamental Rights as amended by Regulation (EU) 2022/555) foresees the organisation of meetings of experts in the Member

States as one of FRA's working methods to carry out its activities. The project is included in the 2024 Single Programming Document, position F.1.4.

Therefore, the processing is lawful under Article 5.1.(a) of the Regulation (EU) No 2018/1725.

Images, audio and/or video of the participants' interventions may be recorded during the final conference event, subject to participants' consent, which is collected from them via the registration form mentioned in Section 3 above. Data subjects also gave their consent to be contacted when they became part of FRA's Customer Relationship Management system (CRM).

Therefore, the processing operation is lawful under Article 5.1 (d) of the Regulation (EU) No.2018/1725.

In addition, the processing of the special categories of personal data described in Section 2 b) is lawful under Article 10. (2)(a) of the same Regulation, as specific consent is given by the data subjects, and it is stored.

## **6. Who can see your data?**

A restricted number of FRA staff responsible for the proper organisation of the events have access to your personal data as described in Section 2 above.

Moreover, restricted staff of FRA's processors and subprocessors, which are bound by specific contractual clauses for any processing operations of participants' personal data on behalf of FRA, and by the confidentiality obligations deriving from Regulation (EC) 2018/1725) might have access to some personal data as indicated in the respective data protection notices and Sections above.

In addition, for organizational purposes (e.g., access to the premises), the staff of the EFTA House might also have access to some of participants' personal data, such as name and organization.

## **7. Do we share your data with other organisations?**

Personal data is processed by the Agency (including the processors). In case that we need to share your data with third parties, you will be notified to whom your personal data has been shared with.

## **8. Do we intend to transfer your personal data to Third Countries/International Organizations**

No.

## **9. When will we start the processing operation?**

We will start the processing operation in February 2024.

## **10. How long do we keep your data?**

Information and personal data collected by FRA in the context of the organisation of the events will be kept for one year after the end of the implementation period of the project, which is 29 February 2024.

Information concerning the events on the FRA corporate website will be retained for five years. MCI Benelux S.A. will keep the participants list for no longer than the date of 31 December 2024. After that date, the data will be purged.

Sensitive personal data relating to dietary and/or access 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 meetings but no later than within 1 month after the end of the meetings.

## **11. How can you control your data?**

Under Regulation 2018/1725, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information. You are not required to pay any charges for exercising your rights except in cases where the requests are manifestly unfounded or excessive, in particular because of their repetitive character.

We will reply to your request 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, taking into account the complexity and number of the requests.

You can exercise your rights described below by sending an email request to [NHRBteam@fra.europa.eu](mailto:NHRBteam@fra.europa.eu)

### **11.1. The value of your consent**

Since the final conference will be followed by one participant via Teams, certain categories of personal data as mentioned in Section 2 above will be processed on the basis of data subjects' consent.

In-person participants of the final conference will be informed about the fact that the event will be audio and video recorded. Online participants will be informed that by switching on their cameras they consent to the processing of their personal data in the way indicated in this notice. At the beginning of the event, online participants will be informed again about this before the starting of the recording.

Should you inform FRA about the sensitive personal data mentioned in Section 2 above linked to your food preferences and/or health conditions, your consent to the processing will be requested by email.

You have the right to withdraw your consent at any time, and we will delete your data or restrict its processing. All processing operations up until the withdrawal of consent will still be lawful.

### **11.2. Your data protection rights**

#### **a. Can you access your data?**

You have the right to receive information on whether we process your personal data or not, the purposes of the processing, the categories of personal data concerned, any recipients to whom the personal data have been disclosed and their storage period. Furthermore, you can have access to such data, as well as obtain copies of your data undergoing processing.

**b. Can you modify your data?**

You have the right to ask us to rectify your data you think is inaccurate or incomplete at any time.

**c. Can you restrict us from processing your data?**

You have the right to restrict the processing of your personal data. If you do, we can no longer process them, but we can still store them. In some exceptional cases, we will still be able to use them (e.g. with your consent or for legal claims). You have this right in a few different situations: when you contest the accuracy of your personal data, when the Agency no longer needs the data for completing its tasks, when the processing activity is unlawful, and finally, when you have exercised your right to object.

**d. Can you delete your data?**

You have the right to ask us to delete your data when the personal data are no longer necessary for the purposes for which they were collected, when you have withdrawn your consent or when the processing activity is unlawful. In certain occasions we will have to erase your data in order to comply with a legal obligation to which we are subject.

We will notify to each recipient to whom your personal data have been disclosed of any rectification or erasure of personal data or restriction of processing carried out in accordance with the above rights unless this proves impossible or involves disproportionate effort from our side.

**e. Are you entitled to data portability?**

Data portability is a right guaranteed under Regulation 1725/2018 and consists in the right to have your personal data transmitted to you or directly to another controller of your choice.

In this case, this does not apply for two reasons: I) in order for this right to be guaranteed, the processing should be based on automated means, however we do not base our processing on any automated means; II) this processing operation is carried out in the public interest, which is an exception to the right to data portability in the Regulation.

**f. Do you have the right to object?**

When the legal base of the 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*” which is the case in most of our processing operations, you have the right to object to the processing. In case you object, we have to stop the processing of your personal data, unless we demonstrate a compelling reason that can override your objection.

**g. Do we do automated decision making, including profiling?**

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

**12. What security measures are taken to safeguard your personal data?**

The Agency, as well as its processors, have several security controls in place to protect your personal data from unauthorised access, use or disclosure. We keep your data stored on our internal servers with limited access to a specified audience only.

### **13. What can you do in the event of a problem?**

a) The first step is to notify the Agency by sending an email to [NHRBteam@fra.europa.eu](mailto:NHRBteam@fra.europa.eu) and ask us to take action.

b) The second step, if you obtain no reply from us or if you are not satisfied with it, contact our Data Protection Officer (DPO) at [dpo@fra.europa.eu](mailto:dpo@fra.europa.eu).

c) At any time you can lodge a complaint with the EDPS at <http://www.edps.europa.eu>, who will examine your request and adopt the necessary measures.

### **14. How do we update our data protection notice?**

We keep our data protection notice under regular review to make sure it is up to date and accurate.

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