

Event 'Fundamental Rights Forum 2024' taking place on 11-12 March 2024 in Vienna and online.

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 recognize 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 purpose of the processing of your personal data is for your attendance at the Fundamental Rights Forum 2024 – ‘Rights in motion: Embracing human rights for Europe’s future’ (hereinafter: the event), organised by FRA. The event takes place at Vienna City Hall (Rathaus) and will also be available for online viewing.

For the purposes of organising this event, FRA will collect and process your personal data in order to carry out the following activities: registration of participants, organising travel and accommodation arrangements, mailing lists of contacts, correspondence with speakers, moderators and participants, production of badges, preparing the event programme and sessions, audio and/or video recording / photographs of speakers, moderators and participants. The audio, video recordings and photographs will support the event follow up actions such as the preparation of the event report and visual outputs.

For the organisation of the event, FRA has contracted through a public procurement procedure the external events’ organizer **TIPIK Communication Agency SA** (TIPIK) and the company **VIDELIO**, which provides services and equipment in the field of audio-visual and conference technology.

2. What kind of personal data will be processed?

FRA or its processors will collect only the following personal data necessary for the processing operation described above.

(a) General personal data:

- Personal details: name, surname, country, and city.
- For those participants whose travel and accommodation arrangements will be organized and covered by FRA:
 - name, surname
 - ID/Passport number
 - ID/Passport expiration date
 - ID/Passport country of delivery
- Contact details: email address, mobile phone number.
- Employment details: name and type of the employer/organisation, function/title, work city, work country.
- Other:
 - Image, audio and/or video recordings of the participants as the event will also be available online.
 - A photo and short bio (including name, organisation) for speakers and moderators which will be uploaded on the events website and will be publicly available with the prior consent of the participants.
 - IP addresses and/or cookies of participants and other metadata may also be collected by the online tools used to organise the event, as indicated below.

(b) Special categories of personal data:

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

3. How do we collect your personal data?

3a. Information you provide us.

For the organization of the event, including the travel and accommodation as well as catering arrangements, FRA will collect from you the personal data described in Section 2 above via the registration form sent to you by email. The collection of the registration data mentioned above will be managed by TIPIK using their own registration platform UEvent.

3b. Information we collect about you.

For identifying participants and speakers for the event, FRA has collected email addresses from participants of the FRA [Human Rights Leaders & Experts meeting in Rust on 7-8 September 2022](#), 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](#).

Your IP address, connection details and cookies might be collected when connecting to the following online tools used during the event. Please refer to the relevant privacy statements for more information:

- The collection of registration data and email campaigns will be managed via UEvent software, which is a registration platform developed by TIPIK. Moreover, this platform uses Matomo, which is a cookies tracking tool. Please refer to the [Matomo Privacy Policy](#) for more information.
- To facilitate the networking of participants during the event, TIPIK has developed a networking application which integrates image and video connection services provided by [Big Blue Button](#). The networking application will collect personal data (name, surname, job position, organisation information and LinkedIn) of those participants who have given their consent in the registration form.
- Slido (for interaction with participation during the event). Participants will be able to access Slido via their devices (mobile phones or computers), by scanning a QR code or by opening the slido.com page in their browsers. Registered participants will be able to participate by submitting questions and reactions via Slido. When using Slido, and submitting a question, participants will be asked to enter their first and last name (see Slido [privacy policy](#)). The use of the chat/comment tool remains entirely

optional and can also be used anonymously (without entering first and last name) through Slido by visiting the Fundamental Rights Forum website.

- VSTREAM platform will be used for setting up the live streaming and will be hosted on [Fundamental Rights Forum website](#) via an IFRAME link. When clicking on the IFRAME link on the Forum website the viewers will automatically be redirected to the VSTREAM platform and the live streaming. Except for the IP connection, no other personal data is processed to access the live streaming. The sessions that are livestreamed will also be recorded for FRA output. Clear statements will be made that the session is being livestreamed and recorded by the moderators before starting. All participants will be asked to provide consent to the image and video recording in the registration form.

For the production of badges, the list of participants will be shared with the company Onetec (subcontractor of TIPIK), which will generate a QR code and send out a last email to all registered participants. Participants will be able to present the QR code at the registration desk, which will be scanned, allowing the production of the participants' badges.

3c. Information we receive from other sources.

Moreover, for identifying participants for the event, 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 FRA is responsible for the processing of your personal data and determines the purposes and means of this processing activity. At the FRA, the Head of the Communications and Events Unit is responsible for this processing operation.

FRA external contractors for the organization of the event TIPIK and VIDELIO act as processors for this event. Moreover, TIPIK will use the services of the following sub-processors:

- Microsoft Azure Datacentre West Europe (Netherlands), which will provide cloud services to TIPIK in order to host the Fundamental Rights Forum website and TIPIK's own software UEvent. For more information about data hosting in Azure, please refer to the following link [here](#). For more information about Microsoft Azure Datacentre West Europe's contact details please refer to the following link [here](#).
- The travel agency **Axon**, which will process the personal data of the participants for which FRA will cover and organise the travel. See data protection notice [here](#)
- Interactive online application [Slido](#).
- [Big Blue Button](#) (BBB), which will process the personal data of participants when providing image and video connections services integrated in the networking application used during the event. Hetzner is the provider of the servers where the personal data processed by BBB is hosted. Please refer to [Hetzner Privacy Policy](#).

- [Matomo](#) for cookies online tracking.
- Onetec, badging system and emailing.

For accommodation organisation, TIPIK will share the name and surname of the participants with [magdas HOTEL Vienna City](#), [Hotel Rathauspark Wien](#), [Austria Trend Hotel Ananas](#) and [Hotel Europa Wien](#), which will act as separate controllers.

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 its objectives, as stated in Article 2 of Regulation (EC) No 168/2007, as amended by Regulation (EU) 2022/555 (the amended Founding Regulation), to provide its stakeholders, including Union institutions and EU Member States, with assistance and expertise relating to fundamental rights, particularly including its tasks described in Article 4 (1)(h).

Therefore, the processing operation is lawful under Article 5.1.(a) of the EU Data Protection Regulation (EU) 2018/1725

In addition, the participation in the event along with the activities thereof, as the sharing of speakers and moderators short bio with other participants in the event, is based on the scope of data subjects' 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 of the personal data is also in accordance with Article 5.1.(d) of Regulation (EU) No 2018/1725.

The processing of special categories of personal data (incidental, such as ethnic origin, religious or philosophical beliefs, or non-incidental, such as personal data concerning health) is lawful under Article 10.2.(a) of Regulation (EU) 2018/1725 as specific consent has been given by the data subjects and it is stored also via the registration form mentioned in Section 3 above.

6. Who can see your data?

Access to your data is granted to authorised staff of FRA (restricted number of staff members in charge of the organisation of the event) and to designated staff-project team members of its processors TIPIK and VIDELIO, which are bound by specific contractual and confidentiality clauses for any processing operation of participants' personal data on behalf of FRA deriving from Regulation (EC) 2018/1725.

Additionally, limited access to your data will also be granted to the service providers involved in the organisation of the event (as sub-processors or separate controllers), namely the travel agency Axon, the different online tools, and the hotels. Please refer to Section 4 above.

7. Do we share your data with other organisations?

Personal data is processed by the FRA (including the processor and its sub-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, the personal data of the participants to the event will not be transferred to Third Countries or International Organisations.

However, some of the sub-processors mentioned in section 4 (like Microsoft Azure and Slido), although having its data centers located in the EU, belong to US-based companies. Therefore, it cannot be completely discarded that some personal data, for example, diagnostic data, is transferred to the US. Moreover, US-based companies are subject to US Surveillance laws. In this regard, both processors are included in the 'Data Privacy Framework List' and therefore, any transfer to the US would be based on the [Commission Implementing Decision of 10.7.2023 on the adequate level of protection of personal data under the EU-US Data Privacy Framework](#).

9. When will we start the processing operation?

We will start the processing operation in December 2023.

10. How long do we keep your data?

Personal data will be kept after the event to ensure the implementation of follow up activities related to the event. Personal data related to participation (as indicated in section 2 above) will be retained by FRA for a period of 2 years after the event.

Information concerning the event on the FRA corporate website will be retained for five years. The FRA event report and visual outputs created based on the audio, video recordings and photographs will be retained on the Fundamental Rights Forum 2024 website and FRA corporate website for five years. TIPIK will keep the personal data for no longer than the date of 31 December 2024. After that date, the data will be purged.

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 Event@fra.europa.eu

11.1. The value of your consent

You will be contacted because you are part of FRA's Customer Relationship Management system (CRM), and you previously provided your consent to participate in FRA activities, including FRA stakeholders' consultations.

The processing of special categories of personal data indicated in section 2 will be based on your consent, which will be requested and collected from you via the registration form mentioned in Section 3 above.

The acceptance of the data protection and privacy policy is mandatory for the successful completion of your registration.

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 FRA 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 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 FRA has several security controls in place to protect your personal data from unauthorized 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 Event@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.
- 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.



DATA PROTECTION NOTICE

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.

END OF DOCUMENT