

FRA ‘EU Charter of Fundamental Rights Experts Event’ on 6-7 October 2022 in Vienna, Austria.

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 purpose of the processing of your personal data is the organisation of the FRA – EU Charter of Fundamental Rights Experts Event (hereinafter: the event), which will take place from 6 to 7 October 2022 at the FRA premises in Vienna. This includes the handling of participants' and speakers' invitation, registration and attendance and their travel and accommodation arrangements, ensuring security aspects, granting participants and speakers access to the venue, minutes taking at the event, as well as event follow-up actions, i.e. possible reimbursements of costs and payment of speakers' fees, establishing and sharing contact lists and presentations among participants, feedback collection, reporting on the event, collecting event outputs and participants' statements where relevant and where participants' consent is provided, as well as photos and/or video/audio recordings of the event for reporting and/or publication on the FRA website for public information and promotion purposes. Event evaluation will be done anonymously.

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(s), surname(s), (academic) title(s), country of residence (incl. town of travel departure and return), and nationality (if required for travel arrangements)
- Contact details: email address, mobile phone number
- Employment details: role/job title, name and type of the employer/organisation
- Financial data: financial identification form and bank account information (for the reimbursement of expenses)
- Other:
 - Statements, photos, video/audio recording of the participants, speakers, and moderators.
 - Cookies: The collection of registration data and email campaigns will be managed via the software Aventri. The system uses essential cookies and cookies to improve your website experience and to generate anonymous, aggregate user statistics. Aventri only stores the data for the Contractor (MCI Benelux S.A.) who is the organiser of this event. For further information on cookies and the management thereof, please refer to Aventri's [cookie policy](#);
 - Event reminder emails and a post-event follow-up email will be sent through Aventri.
 - IP address (please refer to Aventri's [Privacy Policy](#))
 - Travel and accommodation details: departure and arrival places and times, means of transport.

(b) Special categories of personal data:

- Data concerning health: data concerning health might be revealed by information on dietary requests or allergies or additional needs/specific access requirements, e.g. in case of disability (if any).
- Data revealing racial or ethnic origin as collected through photos and/or video taking during the meeting.

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

3.a. Information you provide us:

For the registration to the event, possible reimbursement of expenses, and follow-up activities, such as sharing of participants' lists, reporting, possible publication of statements, photos, and/or audio/video recording of the event on the FRA website, we collect and process the information and personal data you provide us by completing the online registration form (see Section 2 of this document).

Your statements, photos, video/audio recording can be taken by FRA at the event in case you have given your prior consent. There is a specific question about it in the registration platform where you can opt to provide your consent or not to provide your consent. In case you consent to the collection of your statements, photos, videos/audios, designated FRA staff will record this data and store it in a designated section in the Agency's data management system (DMS). If this data is relevant for public information and promotion purposes, FRA may publish it on the FRA website.

3.b. Information we collect about you:

The collection of the data and emails mailing during the registration will be managed via the software **Aventri** (Aventri's [Privacy Policy](#)). The system uses cookies, for specific information please see Aventri's [cookie policy](#).

The only cookies that will be collected during the registration process for this Event are 1st Party cookies according to the aforementioned cookie policy. 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 a user; however, a cookie will recognise a user's individual web browser or device through an IP Address, browser version, operating system and other information.

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 the Institutional Cooperation and Networks Unit is responsible for this processing operation.

MCI Benelux S.A. (MCI) [Boulevard de Souverain 280, 1160 Brussels, Belgium, +32 2 320 25 03, eu-fra-events@mci-group.com] is the processor for this event. A contract between FRA and MCI has been signed for this purpose.

For the implementation of the contract, MCI uses the following sub-processors:

- For registration purposes: Aventri ([privacy policy](#))

- For travel & accommodation: [Eagle Travel](#)

Accommodation is at the [LINDNER Hotel am Belvedere](#), which will act as separate controller.

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

This processing operation is necessary for the Agency to carry out its tasks and is in line with the Agency's objectives, as stated in Article 2 of its [Founding Regulation \(EC\) No. 168/2007](#), as amended by [Regulation \(EU\) 2022/555](#) (the amended Founding Regulation). More specifically, Article 6.1 (b) of FRA's amended Founding Regulation foresees the organization of meetings of external experts and in its [annual work programme 2022](#), FRA is tasked with organising this transnational capacity-building workshop with Charter experts and trainers under its project D.1.5 (Providing assistance and expertise on the EU Charter of Fundamental Rights). Processing of bank account information (for the reimbursement of expenses) is necessary to comply with Regulation (EU, Euratom) 2018/2046 of the European Parliament and of the Council of 18 May 2018 on the financial rules applicable to the general budget of the Union. Therefore, the processing is lawful under Article 5.1.(a) of the Regulation (EU) No 2018/1725.

In addition, the processing of the personal data is also in accordance with Article 5.1.(d) of Regulation (EU) No 2018/1725 based on the consent provided as regards the participation in the event (including sharing of the relevant data with the events organiser, the travel agency and the hotel for travel and accommodation arrangements), the audio and video recording of speakers and participants and the possible use by FRA of the photos and statements.

The processing of special categories of personal data (information on dietary needs or allergies or additional needs, such as specific access requirements possibly revealing data concerning health and video/audio recording, and photos possibly revealing racial/ethnic origin) is lawful under Article 10(2)(a) of the same Regulation. Specific consent has been given and it is stored.

6. Who can see your data?

Access to your data is granted only to authorised staff of FRA (restricted number of staff members in charge of the organisation of this event) and its contractor (MCI, designated staff-project team members), as well as the service providers involved in the organisation of the event, bound by confidentiality clauses, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with Union legislation. This includes Aventri, the travel agency and hotel (see Section 4 above). Neither FRA nor its service providers share personal data with third parties for direct marketing.

7. Do we share your data with other organisations?

Personal data is processed by the Agency (including the processor and its sub-processors) only. 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 Organisations?

No, the personal data of the participants to the event will not be transferred to Third Countries or International Organisations.

Aventri is a non EU-based service provider, but it will store your personal data on EU-based servers. Standard Contractual Clauses are in place with these service providers. Additional safeguards (end-to-end encryption) are also in place.

9. When we will start the processing operation?

We will start the processing operation in August 2022.

10. How long do we keep your data?

Personal data will be kept after the event to ensure implementing necessary follow up activities with regard to the purpose(s) of the processing of personal data as well as for its related management. Data necessary for financial purposes (reimbursement of expenses, etc.) are kept according to the rules set in the Regulation (EU, Euratom) 2018/1046. Personal data related to registration and participation will be retained by FRA for a period of 2 years after the event.

Statements, photos and video/audio recordings are stored in the FRA Institutional Cooperation and Networks Unit respective project library (which is accessible only to designated FRA staff) in FRA's data management system (DMS) for one year. In this respect, please see [FRA's privacy notice regarding the use of Microsoft Office 365](#). Information concerning the event 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 2022. After that date, the registration data will be purged from Aventri. The dietary needs, additional needs, and the specific access requirements (if any) will be kept for no longer than 2 weeks after the event.

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 Charter@fra.europa.eu.

11.1. The value of your consent

Since your participation is not mandatory, we need proof that you consented to the processing of your personal data. Consent will be collected via the registration platform Aventri. 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 an automated decision-making including profiling.

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

The Agency has 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 Charter@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.

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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