

PRIVACY NOTICE

FRA Expert Meeting on Human Rights Cities (27-28 November 2019, Brussels), hosted in the European Economic and Social Committee (EESC building).

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 privacy 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 collect personal data?

We will collect your personal data in the context of FRA Expert Meeting on Human Rights Cities hosted in the European Economic and Social Committee building on 27-28 November 2019 in Brussels). as well as to inform participants of any follow-up activities after the event. Such follow up activities may include sharing the minutes or eventual final statement adopted during the events, as well as sharing pictures of the event with participants.

More specifically we need your personal data to:

- Send invitation to speakers and participants to the event
- Register and manage registered participations;
- Organise the travel and accomodation for participants;
- Organise catering and dinner for participants at the event;
- Communicate information related to the programme, logistics and follow up of the event;
- Accessing the EESC building to attend the expert meeting.

2. What kind of personal data does the Agency collect?

The Agency collects personal data related to identification and contact details like name, surname, email address, phone or mobile number, organisation.

The Agency has a contract with the external contractor AMEX to undertake travel reservations and organisation. For that purpose they will need to know contact details as well as the date of birth and gender of the traveler.

In some cases bank account information maybe requested during the registration process in case the Agency decides to reimburse any participants for travel expenses.

The Agency has a contract with Hotel Leopold to undertake dinner and hotel accommodation for the participants. For that purpose information on your dietary needs will be collected, only if you provide them voluntarily.

Your name, surname, title, function, country of residence, email addresses, organisation, accessibility needs ID card number and nationality are needed to access the EESC building.

Minutes and photos of the events could be collected as well in some cases. In such cases, you will be notified during the registration process.

3. How do we collect your personal data?

The Agency will collect and process personal data using different methods (emails, written registration form and paper format).

4. Who is responsible for the processing your personal data?

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The Agency is the legal entity primarily responsible for the processing of your personal data. The Head of Unit Institutional Cooperation & Networks is responsible for this processing operation.

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

Organising various events is necessary for the functioning of the Agency. Therefore, the processing is lawful under Article 5(a) of the Regulation (EU) No 2018/1725. In addition, since the participation to the events is not mandatory, the processing of the personal data is also in accordance with Article 5(d) of Regulation (EU) No 2018/1725.

6. Who can see your data?

Your personal data are stored in an Excel format. Access to the file is restricted to authorised staff members of the Agency who are dealing with the organisation of the events. Moreover, authorised staff members of our external contractors (AMEX, Hotel Leopold) and the European Economic and Social Committee will have access to some personal data mentioned in paragraph 2 for the purposes described therein. External contractors have access to this information but their access and purpose of use are governed by specific contractual clauses to ensure adherence to the data protection regulations.

7. Do we share your data with other organisations?

Personal data is processed by the Agency and the European Economic and Social Committee (EESC). 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.

Regarding the Expert Meeting on 27-28 November 2019, data will be shared with FRA contractor supporting the organisation of the travels for the event (AMEX), Hotel Leopold for dinner and accommodation and the European Economic and Social Committee (EESC) which hosts the meeting.

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

No

9. When we will start the processing operation?

We will start the processing operation upon your registration to the event.

10. How long do we keep your data?

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The Agency will keep your personal data for up to 12 months from the date of the event that you attend. This would allow sufficient time to proceed with the payment of relevant costs and communicate on follow up of the event. Hotel Leopold has a retention period of seven years in accordance with Belgian law.

11. How can you control your data?

You can access, modify or delete your personal data by sending an email request to event@fra.europa.eu

11.1 How valuable is your consent for us?

Since the participation in the event is not mandatory, the processing is lawful because “the data subject has unambiguously given his or her consent”. The consent will be collected through the registration form, in a separate and distinct manner, similarly to other FRA events.

Moreover, you have the right to withdraw your consent at any time, and we will delete your data or restrict its processing.

11.2 Your data protection rights

Under data protection law, 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.

a. Can you access your data?

You have the right to receive confirmation whether or not we process your personal data. Furthermore, you can have access to such data, as well as obtain copies of your data undergoing processing, at any time and free of charge, by sending an email request to event@fra.europa.eu.

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 by sending an email request to event@fra.europa.eu.

You have the right to update or correct your personal data at any time.

c. Can you restrict us from processing your data?

You have the right to block the processing of your personal data at any time by sending an email request to event@fra.europa.eu when you contest the accuracy of your personal data or when the Agency no longer needs the data for completing its tasks. You can also block the processing activity when the operation is unlawful, and you oppose to the erasure of the data.

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d. Can you delete your data?

You have the right to ask us to delete your data at any time by sending an email request to event@fra.europa.eu when the processing activity is unlawful.

e. Can you request the transfer of your data to a third party?

This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or under a contract or in talks about entering into a contract and the processing is automated.

You are not required to pay any charges for exercising your rights. We will respond to you within one month of the receipt of request.

f. Do you have the right to object?

Yes, you have the right to object at any time by sending an email request to event@fra.europa.eu when you have legitimate reasons relating to your particular situation. Moreover, you will be informed before your information is disclosed for the first time to third parties, or before it is used on their behalf, for direct marketing purposes.

The Agency will address your requests within 15 working days from the receipt of the request.

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

No.

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 computer systems 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.

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14. How do we update our privacy notice?

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

END OF DOCUMENT