

EVENT PRIVACY NOTICE

58th Executive Board and 35th Management Board meetings taking place on 10 and 11 December 2020 in a virtual meeting.

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?

FRA is responsible for the overall organisation of the meetings (hereinafter referred to as the Event) and the communication with the participants before and after the end of the Event.

The purpose of the processing of your personal data is handling registration and attendance, as well as follow up actions, such as feedback collection. It includes, in particular, mailing lists for contacts, photographs/pictures, audio and/or video recordings of the meetings.

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

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

For **participation** to the 58th Executive Board and 35th Management Board meetings, registration is required. During the registration, data collected will be name, surname, email address, organisation, role and country (required).

Event: Please note that for the Event which will be organised in an virtual conference setting, there are audio and/or video recordings that will be taken during the Event. Questions and comments via chat from participants will be recorded as well. The Event will also be recorded via the KUDO platform which will be accessible only for participants and FRA staff after the Event. Recorded chat messages on the platform will remain available, but only for internal reasons (to be used by FRA). Unless a vote by secret ballot is specifically requested, voting and/or polling features will be used, for which the FRA staff will be able to trace back who voted for for which option(s) during and after the Event.

Personal data will be collected through the following means:

- During the registration process to the Event. Please note that registration to the Event for participants is required.
 - The collection of the data and emails mailing for the post-Event evaluation 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 does not do anything with the data apart from storing it for the Contractor (MCI Benelux S.A). A post-Event follow up email will be sent through Aventri ([cookie policy](#)). The only cookies that will be collected during the registration process for this Event are:
 - **PHPSESSID:** Retains session state of a user activity (1st Party – Session Cookie)

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- **Regtoken:** To track cookie consent of all essential cookies (1st Party – Session Cookie)
- **selectedlanguage:** Track chosen Language (1st Party – Expires in 1 day)
- **cookieconsent_status:** Track cookie consent of essential cookies (1st Party – Expires in 12 months)
 - 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.
- There will be one way to connect to the meetings, via the multi-lingual web conferencing tool KUDO. The participants connecting to the Event via KUDO who are based in the EU/EEA, will connect to the KUDO servers in the EEA.

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.

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

The processing operations on personal data linked to the organisation, management, follow – up and promotion of the Event is necessary for the management and functioning of the Agency. In particular, the Executive Board meeting and Management Board meeting are foreseen in articles 12 and 13 of the FRA founding regulation, 168/2007. Therefore, the processing is lawful under Article 5(a) of the Regulation (EU) No 2018/1725.

In addition, since the participation in the Event 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?

Access to your data is granted to authorised staff of FRA and service providers bound by confidentiality clauses, involved in the organisation of the event, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with Union legislation.

Neither FRA nor its service providers share personal data with third parties for direct marketing.

All participants:

- **Aventri** does not do anything with the data apart from storing it for the Contractor. The Aventri servers used are based in the EU and all data is kept within the EU.
- **KUDO** will receive data such as your first name, last name and email address which will be imported to the system in order to invite you to the meeting. KUDO will not do anything with the data apart from storing it for the Contractor for the use of this Event. The server used is based in the EEA and data is kept within the EU.
- **Netigate** is the survey tool that will be used to send out a post-event survey, Netigate will have access to your email address, to which the survey will be sent to. They will do nothing with the data apart from sending the invitation to the survey and storing it for the Contractor.
- **Emails** sent to the Contractor via eu-fra-events@mci-group.com will be sent via Outlook for Business.

7. Do we share your data with other organisations?

Personal data is processed by FRA and MCI Benelux S.A., which supports the registration and the logistics of the organisation of the virtual event through a framework contract with DG SCIC and a specific contract with FRA.

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

No. Only the contractor (MCI) will transfer personal data of its staff to a third country to enable the use of the relevant tools.

9. When we will start the processing operation?

We will start the processing operation in December 2020.

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 logistics 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 1 year after the end of the participants' term of office on the Management Board. Personal data related to registration and participation will be retained by FRA for a period of 1 year after the end of the participants' term of office on the Management Board.

Photos, audio and video recordings are stored in a FRA Institutional Cooperation and Networks Unit drive for 6 months. 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 March 2021. After that date, the registration data will be purged from Aventri, KUDO and Netigate.

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 elena.balzarini@fra.europa.eu.

11.1. How valuable is your consent for us?

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 block the processing of your personal data 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.

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.

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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. 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 for the performance of a contract or for entering into a contract and the processing is automated.

f. Do you have the right to object?

Yes, you have the right to object 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.

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) You may notify the Agency by contacting our Data Protection Officer (DPO) at dpo@fra.europa.eu.
- b) 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 privacy notice?

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

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