

*[FRA-Equinet joint EU Charter of Fundamental Rights workshop, 25-26 February 2020](#)*

The European Union Agency for Fundamental Rights (FRA) 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 collect personal data in the context of a joint EU Charter of Fundamental Rights workshop organised in cooperation with the European Network of Equality Bodies (Equinet) taking place from 25 to 26 February 2020 in Vienna. More specifically, the data collection is needed for the following activities:

- Distribution incl. collection of replies of a needs analysis regarding the content of the workshop;
- Sending invitations to participants and speakers of the workshop;
- Registration management, incl. badges, of participants and speakers of the workshop;
- Organisation of travel and accommodation and any other logistical arrangement for participants and speakers of the workshop;
- Organisation of catering and dinner for participants and speakers of the workshop;
- Design, development and communication of the workshop programme to participants and speakers of the workshop;
- Drafting and distribution of the workshop minutes and other notes to participants and speakers of the workshop;
- Communication in relation to any other information and follow-up activities of the workshop, e.g. sharing of related workshop documents, statements and/or pictures of participants and speakers taken at the event, incl. their possible publication on the FRA website.

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

The Agency collects personal data related to identification and contact details like name(s), surname(s), title(s), nationality(ies), ID card number, employer organisation, function in the organisation, postal address, e-mail address(es), phone, mobile or fax number(s), country and city of residence of the participant or speaker, country and city in which the organisation is seated, dietary needs related to the catering and dinner offered by the Agency, possible needs for additional assistance in the context of the workshop incl. travel and accommodation. In some cases, bank account information may be requested during the registration process in case the Agency decides to reimburse any participants.

Minutes, statements, other notes, photos and videos of the workshop could be collected during the workshop. Biography information might be collected from speakers and shared with participants, and in some instances published on the FRA website. Those are subject to the respective person's consent collected via the registration form.

### **3. How do we collect your personal data?**

The Agency may collect personal data using different methods i.e. through an online registration form, through emails, paper format and/or recording devices.

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

The Agency is the legal entity primarily responsible for the processing of your personal data in the context of the workshop and determines the objective(s) of this processing activity. The Head of Institutional Cooperation & Networks Unit is responsible for this processing operation.

For the organisation of the workshop, the Agency has a contract with an event organiser (Adria Congrex) who has access and will collect above-mentioned data through their registration system on behalf of the Agency and will act as a processor of your personal data. As part of the contractor's service contract with the Agency, the contractor guarantees the protection of all related personal data collected through their registration system in accordance with Regulation 2018/1725 and Regulation 2016/679. In particular the contractor is responsible for ensuring that the personal data they become hold of in the context of the workshop (incl. travel, accommodation, catering and dinner) organisation is stored in an EU country.

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

The processing operation is necessary to achieve the Agency's goal, as stated in Article 2 of its founding Regulation (EC) No 168/2007 to provide its stakeholders, including Union institutions and EU Member States, with assistance and expertise relating to fundamental rights, including its tasks described in Article 4 (1)(a) and is therefore lawful under Article 5(a) of the Regulation (EU) No 2018/1725.

In addition, since the participation to the workshop is voluntary and by accepting the invitation participants provide their consent, 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 electronic database. Access to the database is restricted to authorised staff members who are dealing with the organisation and content of the workshop and the files concerned are password protected. Furthermore, the external event organisation

contractor will 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.

Each participant's or speaker's name, surname, organisation and country of the organisation's seat will be displayed on a badge that the person receives at the registration desk of the workshop and that should be worn for visual checks by the FRA security guards, but also for information to the other workshop participants.

Relevant information, statements, photos and videos in relation to the workshop may be uploaded on the FRA website and will hence be accessible by the general public. Those are subject to the respective person's consent collected via the registration form.

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

Personal data is processed by the Agency and the respective event organisation contractor (Adria Congrex). The latter will need to share relevant data with the hotel (NH Wien Belvedere) in which participants will be accommodated and the transport company who participants will travel with. In case that we need to share your data with other 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.

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

We will start the processing operation upon your registration for the workshop.

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

The Agency will keep your personal data for two years from the date of the workshop, which will ensure sufficient time for any follow-up and possible reimbursement activities.

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

Under Regulation 2018/1725, you have rights we need to make you aware of. 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](mailto:Charter@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”. Consent will be collected through the registration form, in a separate and distinct manner.

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.

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?**

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 [Charter@fra.europa.eu](mailto: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, is to 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 privacy notice?**

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

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