



EUROPEAN COMMISSION

**PRIVACY STATEMENT FOR MEETINGS AND EVENTS ORGANISED BY THE EUROPEAN
COMMISSION**

PROTECTION OF YOUR PERSONAL DATA

Processing operation: 8th Cohesion Forum – Brussels, 17-18 March 2022

Data Controller: European Commission, Directorate-General for Regional and Urban Policy, Unit B.1
– Policy Development and Economic Analysis

Record reference: DPR-EC-1063

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1. Introduction

The European Commission is committed to protecting your personal data and to respecting your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council 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.

This privacy statement explains the reason for the processing of your personal data in the context of the 8th Cohesion Forum, organised by the European Commission. It explains the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to the processing of personal data linked to meetings and events, organised by the services of the European Commission, is presented below.

2. Why and how do we process your personal data?

Purpose of the processing operation: the European Commission collects and further processes your personal data to provide you with information about the 8th Cohesion Forum (before, during and after) and to process your application for participation in the Forum.

Your personal data will not be used for any automated decision-making including profiling.

Live web-streaming and audio-visual recording at the forum of the speakers, organisers and participants, as well as photographs of the speakers and panoramic photographs of participants and organisers will be taken and published in the context of the 8th Cohesion Forum on the website dedicated to Forum.

The audience or non-speaker participants are not photographed individually or in groups. They may however appear in panoramic photographs of the whole event.

Participants that do not wish to be part of the above web-streaming and recording/publishing activities have the possibility to object to processing by sitting in the dedicated area.

3. On what legal ground(s) do we process your personal data?

The processing operations on personal data, linked to the organisation, management, follow-up and promotion of the 8th Cohesion Forum (including web-streaming, photos, audio-visual recording) are necessary for the management and functioning of the Commission, as mandated by the Treaties. Those provisions are in particular, Article 11 of the Treaty on European Union, Article 15 of the Treaty on the Functioning of the European Union and Article 35 of the Regulation laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund and the European Maritime, Fisheries and Aquaculture Fund and financial rules for those and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Instrument for Financial Support for Border Management and Visa Policy.

Consequently, those processing operations are lawful under Article 5(1)(a) of Regulation (EU) 2018/1725 (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).

Your consent is required for the following actions during the 8th Cohesion Forum:

- the processing of your personal data relating to your dietary requirements and access requirements;
- the sharing of the event attendee list containing your name and affiliation among participants, in order to create working groups to collaborate before, during and after the event;

If you opt in, you are giving us your explicit consent under Article 5(1)(d) of Regulation (EU) 2018/1725 to process your personal data for those specific purposes. You can give your consent via a clear affirmative act by ticking the box(es) on the online registration form.

Your consent for these services can be withdrawn at any time by sending an e-mail to the functional mailbox: cohesionforum@ec.europa.eu

4. Which personal data do we collect and further process?

The following personal data may be processed in the context of the meeting or event:

- contact details (function/title, first name, last name, name of organisation, city, country, e-mail address, telephone number);
- For on-site participants: nationality, passport or identity card number and its date of issue and expiry date may be collected, so that the data subjects may obtain access to the premises where the 8th Cohesion Forum is held. Rules applicable to the Digital verification of Covid-19 ticket at the entrance of the venue are assimilable to those applicable to EC buildings, and are covered by record: DPR-EC-11557: COVID-19 - Digital verification of certificates upon entry of Commission sites in Brussels and Luxembourg;
- For academic speakers: financial information (such as a payment card number or bank account) may be collected for the payment of fees of the Forum or for possible reimbursements;
- dietary requests (if any) or specific access requirements.

5. How long do we keep your personal data?

The Data Controller only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing.

For each of the categories of personal data that may be processed, please find below the retention details and the reference to the relevant record of processing:

- Personal data related to the organisation and management of the Forum (this includes the information given during the registration, before, during or after the Forum) will be kept for **five years** after the Forum.

- Sensitive personal data relating to dietary and/or access requirements will be deleted as soon as they are no longer necessary for the purpose for which they have been collected in the framework of the Forum, but no later than within **1 month** of the end of the Forum.
- Recordings from the web-streamed meeting or event will be kept for **2 years** before being deleted. More information is available in the Record of Processing DPR-EC-00306 (Web-streaming of Commission events).
- In case of audio-visual recording of the meeting or event, the recordings will be kept for **3 months** after the meeting or event before being deleted. More information is available in the Record of Processing DPR-EC-01937 (Audio-visual recording of meetings).

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission *or of its contractors*. All processing operations are carried out pursuant to [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

The Commission's processors (contractors) are bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission. The processors have to put in place appropriate technical and organisational measures to ensure the level of security, required by the Commission.

7. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to other authorised Commission staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Where necessary, we may also share your information with our service provider for the purposes of organising the event: Teamwork - 8, rue du Dahomey – 75011 Paris – France.

Third party IT tools, including Social Media

We may use third party IT tools to inform about and promote the event through widely used communication channels, including the social media. For detailed information about the use of social media by the European Commission, see the Record of Processing DPR-EC-00073 (Social Media Use by the European Commission).

You may be able to watch our videos, which may be also uploaded to one of our social media pages and follow links from our website to other relevant social media.

In order to protect your privacy, our use of third party IT tools to connect to those services does not set cookies when our website pages are loaded on your computer (or other devices), nor are you immediately redirected to those social media or other websites. Only in the event that you click on a button or “play” on a video to watch it, a cookie of the social media company concerned will be installed on your device. If you do not click on any social media buttons or videos, no cookies will be installed on your device by third parties.

In order to view such third-party content on our websites, a message will alert you that you need to accept those third parties’ specific Terms and Conditions, including their cookie policies, over which the Commission has no control.

We recommend that users carefully read the relevant privacy policies of the social media tools used. These explain each company’s policy of personal data collection and further processing, their use of data, users' rights and the ways in which users can protect their privacy when using those services.

The use of a third party IT tool does not in any way imply that the European Commission endorses them or their privacy policies. In the event that one or more third party IT tools are occasionally unavailable, we accept no responsibility for lack of service due to their downtime.

International transfers

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

8. What are your rights and how can you exercise them?

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) of Regulation (EU) 2018/1725 on grounds relating to your particular situation.

You have consented to provide your personal data to the data controller for the present processing operation. You can withdraw your consent at any time by notifying the data controller by e-mail to the functional mailbox: cohesionforum@ec.europa.eu. The withdrawal of your consent will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

You can exercise your rights by contacting the data controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller (European Commission, Directorate-General for Regional and Urban Policy, Unit B.1 – Policy Development and Economic Analysis – cohesionforum@ec.europa.eu).

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the data controller.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the European Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-EC-1063

The data controller is processing your personal data under Regulation (EU) 2018/1725 for the purposes of this event. If you decide to take photographs/audio-visual recordings of participants of the event and/or publish them online, you assume full responsibility for these actions. The same applies if you download the photographs that will be posted on the Intranet and publish them on the Internet. The data controller shall not be held accountable for any processing of personal data that you might carry out on your own initiative during or after the event.