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| **Delegations to the European Union** |
| **EEAS PRIVACY STATEMENT - DATA PROTECTION NOTICE**  **for the purpose of**  **processing personal data RELATED to the event**  **“ONLINE WORKSHOP ON INTEROPERABILITY,**  **DIGITAL IDENTITY AND DIGITAL TRADE: EXPLORING USE CASES “,**  **22ND FEBRUARY 2024 - (08H30 – 11H45 CET / 15:30 – 18:45 SGT** |
| **1. INTRODUCTION** |
| The protection of your personal data and privacy is of great importance to the EU institutions and bodies, including the European External Action Service (EEAS) with the Union Delegations and the Service for Foreign Policy of the European Commission (FPI). You have the right under EU law to be informed when your personal data is processed [collected, used, stored] as well as about the purpose and details of that processing.  When handling personal data, we respect the principles of the Charter of Fundamental Rights of the European Union, and in particular Article 8 on data protection. Your personal data are processed in accordance with [Regulation (EU) 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](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1725), aligned with Regulation (EU) 2016/679, the General Data Protection Regulation. In this privacy statement you find information about how the EEAS, EU Delegations and the FPI process your personal data and what rights you have as a data subject. |
| **2. PURPOSE OF DATA PROCESSING: Why do we process your data?** |
| The EEAS and the Foreign Policy Instruments Service (FPI) of the European Commission collect and further process your personal data to ensure proper organisation and management of the event “Connecting Digital Economies – Online Expert Workshop on Interoperability, Digital Identity and Digital Trade: exploring use cases” in order to disseminate information among participants and to the public, enhance cooperation, networking, facilitate exchange fora, often web-based. It is also intended to further contact participants and to promote EU Public Diplomacy permitting to engage individuals in public diplomacy activities and other events.  You can find information on the legal basis in Point 7 of this Privacy Statement.   * The organisation of event “Online Workshop on Interoperability, Digital Identity and Digital Trade: exploring use cases” includes the management of contact and mailings lists for invitations, handling of participation requests and feedbacks, the preparation and distribution of preparatory materials, meeting reports and news items and publications to the participants. * Publication and communication activity related to the event “Online Workshop on Interoperability, Digital Identity and Digital Trade: exploring use cases" for dissemination purposes includes the publication of information about the event on the EEAS Intranet and/or on the EEAS and FPI websites and the facilitation of photos and videos, web streaming, audio or video recording during the event.   Your personal data will not be used for any automated decision-making including profiling. |
| **3. DATA PROCESSED: What data do we process?** |
| I. Personal data will be collected, used and kept only to the extent necessary for the purposes above. Data, including personal data, that may be processed, are the following:   * Identification and contact data, including name, title, profession, function, postal/e-mail address, phone numbers and any other administrative information and contact details * Biography or CV if needed * Login credentials in case of online registrations   II. In addition, data are also collected from the website during the event and processed for the purpose of informing the public, promoting EU public diplomacy in communications and publications:   * Photos, audio or video filming and web streaming of speakers, participants or organisers as well as feedbacks, surveys, reports and other information about the event.   Disclaimer:  The organisers waive responsibility of videos/photos taken, shared, published by participants or other individuals, including journalists and other members of the press not contracted by the EEAS/EU Delegations.  III. Data collection by websites: when using online applications, websites may apply dynamic tools such as cookies for technical functioning, gathering statistics and providing a personalised experience for you as a user. More information about cookies can be found on the specific websites. |
| **4. DATA CONTROLLER: Who is entrusted with processing your data?** |
| The data controllers determining the purpose and means of the processing are the European External European External Action Service (EEAS) and the European Commission, Service for Foreign Policy Instruments (FPI), FPI.3 Unit, Rapid Response Europa, Asia and Americas |
| **5. RECIPIENTS OF THE PERSONAL DATA: Who has access to your data?** |
| The recipients of your data may be:   * Designated organising staff of the EEAS/EU Delegation * FPI assigned staff and other European Commission staff members designated for the tasks to be implemented * Assigned staff of other EU institutions and other assigned organiser team members, if required * Security and other partners, contractors, service providers on behalf of the organiser * Participants, Interpreters, Technical staff if relevant * EEAS staff and other EEAS Intranet users (if data published on the EEAS intranet) * General public (if data made public on the internet, the EEAS website or social media platforms) * EPRD Office for Economic Policy and Regional Development Ltd, service provider to support with the coordination and logistics of the event, including web services.   Personal data is not intended to be transferred to a third country or an international organisation.  Data will not be shared with third parties, except to the extent and for the purposes described above. Under certain conditions outlined in law, we may disclose your information to third parties, (such as the European Anti-Fraud Office, the Court of Auditors, or law enforcement authorities) if it is necessary and proportionate for lawful, specific purposes. Service providers will process data on documented instructions and on behalf of the EEAS/EU Delegation or FPI in accordance with Article 29 of Regulation (EU) 2018/1725.  **Social Media**  The EEAS and and the FPI, use social media to promote and inform about events and meetings through widely used and contemporary channels. In addition to the [EEAS Webpage](https://eeas.europa.eu/headquarters/headquarters-homepage_en) or [FPI webpage](https://ec.europa.eu/fpi/home_en), videos may be uploaded to the [EEAS YouTube](https://www.youtube.com/user/EUExternalAction?feature=mhee) channel and links from our websites can appear on EEAS X/[Twitter](https://twitter.com/eu_eeas), [Instagram](https://www.instagram.com/eudiplomacy/), [Flickr](https://www.flickr.com/photos/eeas/) and [Facebook](https://www.facebook.com/EuropeanExternalActionService) and on [FPI X/Twitter](https://twitter.com/EU_FPI)  .The use of social media does not in any way imply endorsement of the privacy policies of the social media providers. We recommend that users read the X/[Twitter](https://twitter.com/privacy?lang=en), [Flickr](https://policies.yahoo.com/privacy/flickr/), [Facebook](https://www.facebook.com/privacy/policy/), [Instagram](https://help.instagram.com/519522125107875?helpref=page_content) and [YouTube](https://www.youtube.com/howyoutubeworks/our-commitments/protecting-user-data/) privacy policies which explain their data processing policy, use of data, users' rights and the way how users can protect their privacy when using these services.  Social media accounts that will be used under this contract are:   * X/Twitter: @EUSec\_Defence; @eu\_eeas; [@EU\_FPI](https://twitter.com/EU_FPI) * Linkedin: * <https://www.linkedin.com/company/european-external-action-service/mycompany/> <https://www.linkedin.com/company/european-union-security-and-defence/?originalSubdomain=be> * Facebook: <https://www.facebook.com/EuropeanExternalActionService/> * Instagram: <https://www.instagram.com/eudiplomacy/?hl=en> / eudiplomacy |
| **6. ACCESS, RECTIFICATION AND ERASURE OF DATA: What rights do you have?** |
| You have the right of access to your personal data and the right to correct your inaccurate, or incomplete personal data taking into account the purpose of the processing. The right of rectification can only apply to factual data processed. Under certain conditions, you have the right to ask the deletion of your personal data or restrict their use as well as to object at any time to the processing of your personal data on grounds relating to your particular situation. We will consider your request, take a decision and communicate it to you 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.  For more detailed legal references, you can find information in Articles 14 to 21, 23 and 24 of Regulation (EU) 2018/1725. In specific cases, restrictions under Article 25 of the Regulation may apply. If you have consented to the processing of your data, you have the right to withdraw your consent to its use by notifying the data controller. If you wish to exercise your rights or have questions concerning the processing of your personal data, you may address them to the Data Controller. |
| **For further questions concerning the event please use the following functional mailbox (the mail address you received the invitation from) –**  [**dpa@eprd.pl**](mailto:dpa@eprd.pl)  **concerning the publication of photos and videos and the permanent contact lists:**  ***FPI-3@ec.europa.eu*** |
| **7. LEGAL BASIS: On what grounds we collect your data?** |
| The processing of personal data related to event “ONLINE WORKSHOP ON INTEROPERABILITY, DIGITAL IDENTITY AND DIGITAL TRADE: EXPLORING USE CASES” is necessary for the performance of a task carried out in the public interest [Article 5(1)(a) of Regulation (EU) 2018/1725], as mandated by the Treaties, in particular by articles 5, 11, 20, 21-40, 42, 43 of the of the Treaty on European Union (TEU) and 2 (4) and (5), 205, 220-221, 326 – 334 of the Treaty on the Functioning of the European Union (TFEU).  Further reference:  [Council Decision of 26 July 2010 establishing the organisation and functioning of the EEAS (2010/427/EU)](http://www.eeas.europa.eu/background/docs/eeas_decision_en.pdf) (OJ L 201, 3/8/2010, p. 30) and Shared Vision, Common Action: A Stronger Europe - [A Global Strategy for the European Union’s Foreign and Security Policy](https://eeas.europa.eu/topics/eu-global-strategy_en) of June 2016 and Council Conclusions of October 2016 where the Council of the European Union emphasises *"the need of joining up efforts in the field of public diplomacy including strategic communication, inside and outside the EU, to speak with one voice and ultimately promote its core values*”.  At the same time, data processing for EU communication activities and publications is based on your consent requested separately [Article 5(1)(d) of Regulation (EU) 2018/1725]. Your consent is required for:   * photos, video recordings and web streaming related to events/meetings which may be shared in EU communications (see point 5) * the processing of your personal data relating to your dietary requirements and/or access requirements * attendance list containing your name, affiliation and contact details which may be shared among participants * permanent contact list created and shared internally among EEAS services for the purpose of promoting EU activities/events and disseminating information.You can find more information about how your personal data are processed in this case in the [EEAS Privacy Statement about contact lists and specific newsletters](https://www.eeas.europa.eu/publication/eeas-privacy-statement-data-protection-notice-purpose-processing-personal-data-1_en) and in the Record of Processing [DPR-EC-03928](https://ec.europa.eu/dpo-register/detail/DPR-EC-03928.1) on Management of subscriptions to receive information.   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.  If you do not wish for some personal data, including photos, to be published on the web, you also have the option not to provide consent. You can withdraw your consent at any time and you also have the option to give consent only to one or more data processing activities.  The processing is also necessary for archiving purposes. Archiving shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject. |
| **8. TIME LIMIT - DATA STORING: For what period and how we process your data?** |
| Our aim is to keep your personal data not longer than necessary for the purposes we collect them. After the event, your data are kept as long as follow-up actions to the event are required. Reports and other material containing personal data are archived according to *e*-Domec policy.  For each of the categories of personal data that is processed, please find below the retention details and the reference to the relevant record of processing [the data controller should indicate the relevant categories]:   * All personal data related to the organisation and management of the event (this includes the information given during the registration, before, during or after the event) will be deleted one year after the last action in relation to the “ONLINE WORKSHOP ON INTEROPERABILITY, DIGITAL IDENTITY AND DIGITAL TRADE: EXPLORING USE CASES” * Sensitive personal data relating to dietary and/or access requirements, if any, 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 “ONLINE WORKSHOP ON INTEROPERABILITY, DIGITAL IDENTITY AND DIGITAL TRADE: EXPLORING USE CASES”, but no later than within 1 month after the end of the event. * Recordings from the web-streamed “ONLINE WORKSHOP ON INTEROPERABILITY, DIGITAL IDENTITY AND DIGITAL TRADE: EXPLORING USE CASES” will be kept for 2 years before being deleted. More information is available in the Record of Processing [DPR-EC-00306](https://ec.europa.eu/dpo-register/detail/DPR-EC-00306.1) (Web-streaming of Commission events) and in the [EEAS Privacy Statement for EVENTS & MEETINGS via VTC tools](https://www.eeas.europa.eu/eeas/eeas-privacy-statement-events-meetings-vtc-tools_en). * In case of audio-visual recording of “ONLINE WORKSHOP ON INTEROPERABILITY, DIGITAL IDENTITY AND DIGITAL TRADE: EXPLORING USE CASES”, the recordings will be kept for 3 months after the “ONLINE WORKSHOP ON INTEROPERABILITY, DIGITAL IDENTITY AND DIGITAL TRADE: EXPLORING USE CASES” before being deleted. More information is available in the Record of Processing [DPR-EC-01937](https://ec.europa.eu/dpo-register/detail/DPR-EC-01937.2) (Audio-visual recording of meetings). * Personal data shared with the controller for future mailing purposes (e.g., for receiving newsletters or invitations to similar events) are processed in line with the Record of Processing [DPR-EC-03928](https://ec.europa.eu/dpo-register/detail/DPR-EC-03928.1) on Management of subscriptions to receive information and with the [EEAS Privacy Statement for EVENTS & MEETINGS via VTC tools](https://www.eeas.europa.eu/eeas/eeas-privacy-statement-events-meetings-vtc-tools_en) and [EEAS Privacy Statement about contact lists and specific newsletters](https://www.eeas.europa.eu/publication/eeas-privacy-statement-data-protection-notice-purpose-processing-personal-data-1_en).   Security of data  The EEAS, the EU Delegation and FPI strive to ensure a high level of security for your personal data. Appropriate organisational and technical measures are ensured according to Article 33 of Reg. (EU) 2018/1725. The collected personal data are stored on servers that abide by pertinent security rules.Data is processed by assigned staff members. Files have authorised access.Measures are provided to prevent unauthorised entities from access, alteration, deletion, disclosure of data.General access to personal data is only possible to recipients with a UserID/Password. Physical copies are stored in a secured manner. In case a service provider is contracted, as a processor, the collected data may be stored electronically by the external contractor, who has to guarantee data protection and confidentiality required by the Reg. (EU) 2018/1725. These measures also provide a high level of assurance for the confidentiality and integrity of the communication between you [your browser] and the EEAS/EU Delegation. Nevertheless, a residual risk always exists for communication over the internet, including email exchange. The EEAS relies on services provided by other EU institutions, primarily the European Commission, to support the security and performance of the EEAS website. |
| **9. EEAS DATA PROTECTION OFFICER: Any questions to the DPO?** |
| If you have enquiries, you can also contact the EEAS Data Protection Officer at [data-protection@eeas.europa.eu](mailto:data-protection@eeas.europa.eu) or for the FPI, the Data Protection Officer of the European Commission at data-protection-officer@ec.europa.eu. |
| **10. RECOURSE** |
| You have, at any time, the right to have recourse to the European Data Protection Supervisor at [edps@edps.europa.eu](mailto:edps@edps.europa.eu). |