



## PROTECTION OF YOUR PERSONAL DATA

**This privacy statement provides information about the processing and the protection of your personal data**

- **Introduction**

The European Union Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (hereafter, 'eu-LISA') is committed to protect your personal data and to respect your privacy. eu-LISA collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, 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.

The information in relation to processing operation "Industry Roundtable Event" undertaken by Governance and Capabilities Building Unit (GCU) is presented below.

- **Why and how do we process your personal data?**

Head of the Governance and Capabilities Building Unit (GCU) collects and uses your personal information to provide you with information about the specific meeting or event (before, during and after) and to process your application for participation in that meeting or event.

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

For online video-conference:

- The speakers need to switch on their cameras and share their screen, as necessary.
- The participants are muted and no video signal is allowed.
- The agenda of the meeting with the speakers' name, affiliation and intervention title will be published in the dedicated website for the event ([www.eulisaroundtable.eu](http://www.eulisaroundtable.eu)). Social Media messages informing about the celebration of the event and other dissemination purposes are managed by the Communication Sector (under the Executive Support and Stakeholders Relation Unit)
- The chat messages sent to everybody to be able to reply to questions are also processed through the online platform
- The online conference tool, beyond video and audio footage and chat messages, collects some other personal data to be able to provide the service and monitor the utilization, performance, and availability of their tool and servers. The Privacy statement of Cisco Webex is available here: [https://trustportal.cisco.com/c/r/ctp/trust-portal.html?doctype=Privacy%20Data%20Sheet&language=English&search\\_keyword=webex%20meetings](https://trustportal.cisco.com/c/r/ctp/trust-portal.html?doctype=Privacy%20Data%20Sheet&language=English&search_keyword=webex%20meetings).

For physical conference:

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Live web-streaming and audio-visual recording at the event or meeting 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 event or meeting at a site or place indicated in the specific privacy statement linked to the meeting or event.

The audience or non-speaker participants are photographed individually or in groups only with their prior authorization. The participants may however appear on panoramic photographs of the whole event/audience.

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

The specific privacy statement will explain how data subjects can object to processing (e.g. by sitting in back rows which are not recorded/photographed, by wearing special badges, by attending the meeting/event in a separate room without web-streaming, etc.).

- **On what legal ground(s) do we process your personal data**

We process your personal data, because processing operations on personal data, linked to the organisation, management, follow-up and promotion of Industry Roundtable event are necessary for the management and functioning of the Agency as per article 34 (4) of Regulation (EU) 2018/1726 (eu-LISA shall communicate in accordance with the Union legal acts governing the development, establishment, operation and use of large-scale IT-systems and may engage in communication activities on its own initiative within its field of competence.)

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 sharing of the participants list/ attendee list containing first name, last name, organisation, e-mail address with other participants;
- if applicable, the publication of your personal data contained in minutes, reports, PowerPoint presentations or relevant documentation used during meetings on a publicly available website or printed to illustrate communication material, photo albums and/or videos.
- the processing of your personal data for inviting you to future events the data controller may organise;
- Individual and/or groups photographs or audio-visual recordings.

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 purposes can be withdrawn at any time by contacting the controller. Please note that withdrawing your consent does not affect the lawfulness of any processing based on your consent before it is withdrawn.

- **Which personal data do we collect and further process?**

In order to carry out this processing operation Governance and Capabilities Building Unit (GCU) collects the following categories of personal data:

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- 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) : contact details - first name, last name, title, organisation, function, e-mail, phone number;
- Minutes, reports, PowerPoint presentations or relevant documentation used during meetings can be collected and shared with meeting participants;
- Photos, video recording, sound recording and web-streaming where event participants and/or speakers appear are taken by Eu-LISA staff or by contractors on behalf of Eu-LISA, with prior authorisation or announcement during the event and published (including controlled websites and Social Media) in the context of the event and in the framework of the eu-LISA's activities;
- For the purpose of booking accommodation and travel for speakers, passport details are collected by the processor;
- For the purpose of reimbursement of travel and/or accommodation expenses to speakers that have made their own bookings, financial details are collected by the processor;
- When the event is organised on one of eu-LISA's sites, for the purpose of access control to the event: first and last name; organisation; birth date; nationality; type, number and validity of an official identification document (passport, ID card) are collected prior to the participants arrival (managed by the Security Unit).

Data subjects' consent will be required to collect the following personal data:

- The sharing of the participants list/ attendee list containing first name, last name, organisation, e-mail address with other participants;
- If applicable, the publication of speakers and/or participants' personal data contained in minutes, reports, PowerPoint presentations or relevant documentation used during meetings on a publicly available website or printed to illustrate communication material, photo albums and/or videos.
- The processing of participants' personal data for inviting them to future events the data controller may organise or for managing your subscription to a newsletter of the data controller.
- Individual and/or groups photographs or audio-visual recordings.

Should any participant at an eu-LISA event not wish to be recorded in the context of keynote/panel filming or web streaming, he/she should kindly make eu-LISA aware of this by contacting us at [research@eulisa.europa.eu](mailto:research@eulisa.europa.eu) prior the event.

During eu-LISA events, photographs could be taken both in the areas adjacent to the event and in the event areas themselves. In case you are photographed and would rather your photo not be part of information provided to the public, whether on social media channels used by eu-LISA, event specific websites or others websites managed by eu-LISA, please contact us at [research@eulisa.europa.eu](mailto:research@eulisa.europa.eu).

Selected service providers for organisational purposes (such as event management organisations, photographers) are contractually bound to process personal data on behalf of and in line with the instructions of the data controller, keep confidential any data they process and protect it from unauthorised access, use and retention.

The provision of personal data is mandatory to be able to attend the event. If you do not provide your personal data, possible consequences are that you are unable to attend the event.

- **How long do we keep your personal data?**

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Governance and Capabilities Building Unit (GCU) 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:

Time limit on data retention has been defined as 12 months for data storage in the Agency's shared drives and external contractor's. The respective time limits for data retention have been defined to ensure that:

- the data is stored on the online platform for a sufficient amount of time to allow the necessary activities to take place (e.g. analysis, download); Personal data details will be deleted after one year of the event celebration.
- the data is stored in the Agency's shared drives as long as necessary and as short as possible to allow meaningful use of the collected data, such as contacting the persons expressing interest in participating in the Agency's events in the year following the submission of personal data in context of the preparation for the future events organised by the Agency. In order to confirm the data retention for future events contact, participants are requested consent when filling the registration form for attendance.

Upon the end of the 12-month data retention period for the Agency's shared drives, representative of the data controller will manually delete the data stored in the Agency's shared drives.

- **Who has access to your personal data and to whom is it disclosed?**

Access to your personal data is provided to:

- eu-LISA staff responsible for carrying out this processing operation
- other eu-LISA authorised staff according to the "need to know" principle (e.g. Security Unit for the purpose of access control to eu-LISA facilities). Such staff abide by statutory, and when required, additional confidentiality agreements.
- contractors providing services for the event organisation: photos, videos, event organisation;
- participants at the events: limited to contact details, if participants have consented;
- a wider public if it is provided that personal data is to be published on eu-LISA controlled websites or Social Media channels.

If the controller uses (a) service provider(s) (processor(s)) to assist the controller in the organisation of a specific event or for access control purposes, the controller may also share your information with those service providers for the purposes of organising event or for access control purposes. In that case, a list of service providers will be included in the privacy statement of that specific event.

If the publication of any personal data is foreseen, the privacy statement of the specific meeting or event will explain the extent of the personal data published and the legal basis for it (e.g. consent).

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. 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.

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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 eu-LISA 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.

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.

- **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, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or 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).

You have consented to provide your personal data to Governance and Capabilities Building Unit (GCU) for the processing operations referred to in paragraph 4.

You can withdraw your consent at any time by notifying the Data Controller. The withdrawal 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.

- **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, Governance and Capabilities Building Unit (GCU), [research@eulisa.europa.eu](mailto:research@eulisa.europa.eu).

- **The Data Protection Officer of eu-LISA**

You may contact the Data Protection Officer ([dpo@eulisa.europa.eu](mailto:dpo@eulisa.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](mailto: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.