



## **PROTECTION OF YOUR PERSONAL DATA**

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

### **1. 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 protecting your personal data and to respecting 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 "*eu-LISA Annual Conference*" undertaken by the Executive Support and Stakeholder Relations Unit is presented below.

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

The Executive Support and Stakeholder Relations Unit collects and uses your personal information to organise and manage eu-LISA's Annual Conference.

eu-LISA's Annual Conference management includes the following main purposes:

- Processing invitations, registration, and participation requests through a dedicated registration form on <https://eulisaconference.eu> as only registered/invited users can participate in the conference.
- Sharing the agenda of the meeting with the speakers' name, affiliation and intervention title on the event's dedicated website <https://eulisaconference.eu>.
- Event reporting including photos and audio-video recordings and their possible distribution and publication on eu-LISA website/Intranet/social media channels.
- Event follow-up actions such as distribution of reports and feedback collection.
- Sharing of participants list/ attendee containing contact details amongst participants.

In case the event is organised digitally, through an online platform, it includes the additional following purposes:

- To allow the online audio-video connection to the conference.
- Chat messages sent to everybody to be able to reply to questions are also processed through the online platform.
- Audio/video recording of the conference. With the following particularities:
  - o The speakers' presentations and their answers to participants are video/audio recorded; speakers are invited to switch on their cameras and share their screen during their presentation, as necessary.

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- Participants are also requested to use initials instead of their full name if they do not want the latter to be displayed in the recording.
- Participants can use audio or send their questions by using the chat function. If they choose to use the chat function, no audio or video of the participants will be recorded. If they choose to ask questions using audio, participants will be recorded accordingly.
- During speaker's presentations, the participants are muted, and no video signal is allowed.

The online platform provider might also process personal data for the following purposes:

- Provide better service, troubleshooting, performance, and availability of the tool used and related infrastructure. The information concerning the processing of personal data by the platform will be available to the data subjects in a specific Privacy Statement.

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

Your processed personal data may be reused for the purpose of procedures before the EU Courts, national courts, or the European Court of Auditors.

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

We process your personal data, because:

1. 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, including because it might be necessary for the management and functioning of the Agency, in particular, based on the following legal acts:
  - Regulation (EU) 2018/1726 of the European Parliament and of the Council of 14 November 2018, in particular, articles 24.3, 34, 36.1(b) of said Regulation.
2. The data subject has given consent to the processing of his or her personal data for one or more specific purposes.

In fact, you might have consented to provide your personal data to the Executive Support and Stakeholder Relations Unit for the present processing operation, in particular, to:

- Process of contact details for communication purposes linked to future similar events (e.g. for inviting purposes).
- Share of participants list/ attendee containing contact details amongst participants.
- Process photos and audio-video recordings.
- If applicable, the publication of personal data contained in minutes, reports, PowerPoint presentations or relevant documentation used during annual conferences on a publicly available website or printed to illustrate communication material, photo albums and/or videos.

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.

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

In order to carry out this processing operation Executive Support and Stakeholder Relations Unit collects the following categories of personal data:

- Name, contact details and affiliation.
- e-Communication and/or connexion data.
- Details on education, expertise, profession of the person (e.g. contact data: title, first name, last name, organisation, email address, job title, country).
- Photos, video recordings, sound recordings and web-streaming in which event participants and/or speakers appear.
- Conference-related data (e.g. email addresses of attendees, call/conference dates/times etc.).
- Chat information: name of participant (sometimes the participants can choose to use a nickname/username/alia), timestamp, conversation.
- Screen sharing to support presentations or working on documents.
- Personal data contained in minutes, reports, PowerPoint presentations or relevant documentation used during conferences on a publicly available website or printed to illustrate communication material, photo albums and/or videos.

The provision of personal data is not mandatory where your consent is requested. Otherwise, the provision of personal data is mandatory for the above-mentioned purposes related to the organisation and managing of eu-LISA's Annual Conference – without the provision you will not be able to participate in the conference.

Regarding the processing of personal data in the context of an online event through a digital platform, for the purpose of a better service, troubleshooting, performance, and availability of the tool used and related infrastructure, personal data is obtained from the service provider of the platform.

#### **5. How long do we keep your personal data?**

The Executive Support and Stakeholder Relations Unit only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for the following data retention periods:

Contact details to register in events:

- List of participants including contact details to register will be deleted after the event follow-up unless the participants have given their consent that their data may be used by eu-LISA to invite them to future similar events and activities.

Photos, video recording, sound recording and web-streaming:

- Sound recordings of events, when not for publication in the context of event reporting, will be deleted after the final report of the event is delivered, but no longer than 6 months after the end of the event.
- Video recordings and photographs will be kept for a 2-year period for possible use in eu-LISA reports and publications, after which the data is transferred to the historical archives of eu-LISA.
- Conference related data: will be deleted after the final report of the event is delivered.

Chat information: will be deleted after the conference.

e-Communication and/or connexion data: will be deleted once the final report and attendance statistics have been produced.

When determining the maximum retention periods, the Agency takes also into account possible legal recourses, legal, auditing, archiving and reporting obligations.

#### **6. 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 and to authorised staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Besides eu-LISA designated staff members, the following recipients will have access to your personal data:

- Other participants at the events (limited to contact details, if participants have consented).
- Contractors processing the event organisation, such as photos and videos service providers, catering services.
- Contractors or security staff, if the event takes place in eu-LISA premises, limited only to the data necessary to access the premises.
- Auditors in charge of a monitoring or inspection task in accordance with the EU legislation.
- IT tool provider.

In case of the publication of the personal data:

- A wider public – if it is provided that personal data is to be published on eu-LISA controlled websites or Social Media channels.
- Social Media and third-party cookies: in order to inform about and promote the events videos may also be uploaded to one of our social media pages and the data subject may need to follow links from an eu-LISA website to other relevant social media channels. In the event that users click on a button or "play" on a video to watch it, a cookie of the social media company concerned could be placed on user's device. Also, event reports might be linked in social media alongside eu-LISA websites.

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.

#### **7. 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 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.

**8. 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: [communication@eulisa.europa.eu](mailto:communication@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.