

## PRIVACY NOTICE - Organisation of Events

The European Institute for Gender Equality (EIGE) informs you about processing of your personal data 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.

### Purpose of processing

The personal data are collected in the context of an event or a meeting organisation as well as to inform participants of any follow-up activities relevant to the event.

### Legal basis

- I. Establishment Regulation of EIGE (EC) No 1922/2006;
- II. Regulation (EU) 2018/1725.

### Lawfulness of processing

Processing is necessary for organisation of events in which the data subject is involved or in order to take steps at the request of the data subject, prior to entering into the organisation of the event, for the performance of tasks carried out in the public interest on the basis of the Treaties establishing the European Communities and in particular the Establishment Regulation No 1922/2006. Processing is necessary for the management and functioning of EIGE and is therefore lawful under Article 5(1)(a) of the Regulation. Regarding events participants, this processing is also based on their consent and is therefore lawful under Article 5(1)(d) of the Regulation.

### Data Categories

- I. Personal data collected and further processed will concern the participants of the events and meetings. The personal data processed are details relevant for the organisation of events and meetings, in particular:
  - Name (title, first name, surname, name as the data subject wants to appear in the name plate and badge);
  - Organisation the data subject works in and position the data subject holds;
  - Contract details (postal address, country of residence, telephone number/mobile telephone number, e-mail address);
  - Special requirements and dietary requirements
  - Bank account details, requested during the registration process, in case EIGE reimburses any participants (account number, name of the account holder, name and address of the bank, IBAN and BIC codes);
  - In addition, identity/passport number/identity/passport expiration date/date of birth (for access control purpose by security guards to the event's premises), information about the form of transport used and hotel.
- II. In some cases, recordings of event and meeting dialogue could be collected as well. In such cases, the data subject is notified during the registration process. Data collected:

- Oral contributions.
- III. Pictures and videos could also be collected . In such cases, the data subject will be notified during the registration process and asked for consent. Data collected:
- Image of person.

#### Data Controller

EIGE is the legal entity responsible for the processing of your personal data and determines the objective of collecting the data. The Data Controller is primarily the Head of Knowledge Management and Communications Unit who ensures the proper implementation of data processing in relation to the organisation of events and meetings of EIGE.

#### Access and storage of the data

Personal data are stored in electronic databases. Access to the databases is restricted to EIGE staff members who are dealing with the organisation of events and by dedicated staff within meeting support, security and reception services. Photos from events, including images of persons, may be shared on social media. In some cases, external contractors can be given 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.

#### Date when processing starts

First day of submission of registration to the event or meeting.

#### Retention policy

Personal data is kept as long as follow-up actions to the meeting are necessary with the regard to the purpose(s) of the processing of personal data as well as for the meeting and its related management, but no longer than 1 year.

To provide an audit trail on transactions executed by EIGE, the Institute will retain personal data required for any financial transactions (e.g. reimbursement of travel and expenses) for a maximum of 10 years after the last transactions. EIGE retains **the participants' data** collected for a meeting (e.g. an entry in a list of participants, or audio-visual recordings where applicable) for as long as administrative needs linked to the mandate and activities of the agency require.

You have **specific rights as a 'data subject' under Chapter III (Articles 14-25)** of Regulation (EU) 2018/1725

Right to access data – data subjects have the right to access data at any time by sending an email request to [events@eige.europa.eu](mailto:events@eige.europa.eu).

Right to rectify – data subjects have the right to rectify their data without delay of inaccurate or incomplete personal data by sending an email request to [events@eige.europa.eu](mailto:events@eige.europa.eu).

Right to restrict – data subjects have the right to restrict the processing of their personal data at any moment by sending an email request to [events@eige.europa.eu](mailto:events@eige.europa.eu).

Right to erasure – data subjects have the right to obtain from the controller the erasure of data if their processing is unlawful by sending an e-mail to [events@eige.europa.eu](mailto:events@eige.europa.eu).

If the data subjects have any queries concerning the processing of their personal data, they may address them to the Data Protection Officer or to the Data Controller (Head of KMC Unit) of EIGE by contacting information at [dpo@eige.europa.eu](mailto:dpo@eige.europa.eu).

Other rights – Where applicable, data subjects have the right to object to the processing or the right to data portability. Data subjects have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5 (1)(a) on legitimate compelling grounds by sending an e-mail to [dpo@eige.europa.eu](mailto:dpo@eige.europa.eu).

Transfer – data subjects have a right to ask to transfer personal data from one organisation to another only if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated. Data subjects are not required to pay any charges for exercising your rights. We have within adequate time period to respond to you. EIGE does not intend to share data to Third Countries/International Organisations.

Data subjects are also entitled to have recourse at any time to the European Data Protection Supervisor:

Website: <http://www.edps.europa.eu>

Email: [edps@edps.europa.eu](mailto:edps@edps.europa.eu)

Contact information:

Data Protection Officer of EIGE, e-mail [dpo@eige.europa.eu](mailto:dpo@eige.europa.eu)

Event organisation at EIGE, e-mail [events@eige.europa.eu](mailto:events@eige.europa.eu)