

PRIVACY NOTICE - Organisation of online events by EIGE

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

Personal data are collected in the context of organising an online meeting or teleconference with internal staff and external stakeholders 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 the organisation of online meetings or teleconferences 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 online 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. In addition, in line with Regulation (EU) 2018/1725: Article 5(a) (d).

Data Categories

- I. Personal data collected and further processed will concern the participants of the online events and are relevant for the organisation of online events, in particular:
 - Name (title, first name, surname, username);
 - Organisation the data subject works in and position the data subject holds;
 - Contact details (e-mail address);
 - Information about **data subject's service preferences**, device, network, and/or internet connection, IP address(es), operating system type and version, and client version.
- II. Recordings of online events (oral contributions, audio records, transcripts) could be collected as well. In such cases, the data subjects are notified:
- III. Pictures on screens (Instant messages, images, files, whiteboards) and videos could be collected in some cases– subject to **data subject's** consent:
- IV. Biography information might be collected from the panellists and shared with **participants, and in some instances published on EIGE's or event's website** – subject to consent.

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 the processing operations in relation to the organisation of online events.

Access and storage of the data

Access to the personal data is restricted to EIGE staff members and external service provider (external processor) who are dealing with the organisation, support and security of the specific online event.

EIGE has several technical and operational measures in place to protect personal data from unauthorised access, use or disclosure during online events. These will be specified for each event to the participants.

In case of transfer of personal data to third parties outside the EEA, all the provisions stipulated in Chapter V of Regulation (EU) 2018/1725 will be observed.

Date when processing starts

First day of submission of registration to the online event.

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.

EIGE may retain recognition of participation in a meeting (e.g. an entry into an online event or audio-visual recordings where applicable) as part of the records on the activities carried out within Institute's **sphere of responsibility**.

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.

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. The right of rectification can only apply to inaccurate or incomplete factual data processed within the online event platform.

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.

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.

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 dpo@eige.europa.eu.

Other rights – Where applicable, data subjects have also have the right to object to the processing of your personal data or the right to data portability. The right to data portability gives you the right to receive personal data you have provided to EIGE. You 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.

Transfer – data subjects have the right to ask to transfer personal data from one organisation to another only if EIGE is processing information based on your consent or under a contract with EIGE, or in the context of entering into a contract with EIGE and the processing is automated. You are not required to pay any charges for exercising your rights. We have within adequate time period to respond to you.

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

Contact information

Data Protection Officer of EIGE, e-mail dpo@eige.europa.eu

Event organisation at EIGE, e-mail events@eige.europa.eu