



## **DATA PROTECTION NOTICE – Meetings with Director of Agency**

The European Institute for Gender Equality (EIGE) informs about processing of 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 of personal data**

When taking part in meetings held with the Director of the Agency, the Agency collects and processes information related to you (as an individual), which, either by itself, or together with other information to which the Agency has access, allows you to be identified. This information may be classified as “Personal Data”. Personal Data which may be gathered and subsequently disclosed by the Agency in the public register of organisations (referring to those organisations’ representatives present at the meeting) and self-employed individuals that meet with the Director of the Agency are limited to your name and surname, along with the date, location and subject of the meeting.

EIGE collects personal data to ensure the proper functioning of the Agency in line with the Agency’s activities: awareness raising and information updates in relation to meetings with EIGE’s Director, record keeping and for audit purposes, for general transparency purposes, and for follow-up meeting organisation. The above applies to face-to-face and remote or hybrid meetings and other events organised by the EIGE.

### **Legal basis**

Specifically, under Articles 11(1) and (2) of the Treaty on European Union (TEU), the Agency (along with any other EU institution) must, by appropriate means, give citizens and representative associations the opportunity to make known and publicly exchange their views in all areas of Union action. This also requires maintaining an open, transparent and regular dialogue with representative associations and civil society. Furthermore, in accordance with Article 3 of EIGE (EC) No 1922/2006, the Agency has to consult widely in carrying out its tasks. The public register of organisations and self-employed individuals that meet the Director of the Agency was set up to make the Agency’s decision-making process more transparent. The Register follows the principles of the Interinstitutional Agreement on the Transparency Register between the European Commission and the European Parliament which sets out the rules and principles governing its operation.

- I. Treaty on European Union (TEU), specifically Articles 11(1) and (2), thereof,
- II. Establishment Regulation of EIGE (EC) No 1922/2006, specifically, Article 3(1), subparagraphs (g), (h), (i), thereof,
- III. Regulation (EU) 2018/1725
- IV. Director’s Decision No 316 of 25 June 2024



## **Data categories**

I. Personal data collected and further processed will concern the EIGE Director and the remaining participants of the meeting. Categories of personal data that will be processed are:

- Identification data: Name, surname, name of the organisation;
- 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 this processing activity. The inclusion of all Personal Data stored by the Agency in its IT systems in periodic backups is deemed necessary in order to ensure the proper management and functioning of the Agency and, as such, necessary in order to perform a task in the public interest.

The Data Controller is primarily the Head of Outreach & Engagement who ensures the proper implementation of the processing operations in relation to meetings held with the Director .

## **Access and storage of the data**

Recipients of personal data related to the activities and information of the meetings are companies, entities or professional firms engaged by the Agency, including other Union institutions or bodies, in order to organise or provide venues for the meeting, which typically act as data processors on behalf of the Agency, and have access to Personal Data only to the extent strictly required for them to provide those services; persons authorised by the Agency to process Personal Data needed to carry out activities strictly related to the purposes described above, who have undertaken an obligation of confidentiality or are subject to an appropriate legal obligation of confidentiality (e.g., staff members of the Agency); public entities, bodies or authorities, including other Union institutions or bodies, to which your Personal Data may be disclosed, in accordance with Union or Member State law, or with binding orders from those entities, bodies or authorities.

This is without prejudice to a possible transfer to bodies in charge of a monitoring, auditing or inspection in accordance with European Union legislation.

Other aspects related to the above (such as consent forms) are stored in restricted electronic databases for 5 years. Access to the data bases is restricted to EIGE staff members who are dealing with the organisation of the meetings and by dedicated staff within meeting support, security and reception services. Photos from events, including images of persons, may be shared on social media.

## **Date when processing starts**

First day of registration to, confirmation of or consent to the meeting.



## **Retention policy**

EIGE keeps the subject's data as long as administrative needs linked to the mandate and the activities of the Institute require it. Pictures and videos however are stored in EIGE's galleries for five years. Personal Data processed for compliance (i.e. consent forms) are kept by the Agency for the period required by the specific legal obligation or by the applicable Union or Member State law.

## **The data subject has 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 [dpo@eige.europa.eu](mailto:dpo@eige.europa.eu).

**Right to rectify** – data subjects have the right to rectify their data without delay of inaccurate or incomplete personal data.

**Right to restrict** – data subjects have the right to restrict the processing at any moment by sending an email request to [dpo@eige.europa.eu](mailto:dpo@eige.europa.eu); and the right to be informed before personal data are disclosed for the first time to third parties or before they are used on their behalf for the purposes of direct marketing, and to be expressly offered the right to object free of charge to such disclosure or use.

**Right to erasure** – as long as the reply to the request for access to documents has not yet been issued, 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 [dpo@eige.europa.eu](mailto:dpo@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 Processor of EIGE by contacting information at [dpo@eige.europa.eu](mailto:dpo@eige.europa.eu).

**Other rights** – 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) on legitimate compelling grounds by sending an e-mail to [dpo@eige.europa.eu](mailto:dpo@eige.europa.eu).

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).