



Privacy notice

Participation in the event “Gender Equality Forum 2024”, hereinafter ‘the Event’ or ‘the Forum’; taking place on 10 – 11 December 2024 in Brussels in a hybrid setting and web streamed.

The European Institute for Gender Equality (EIGE or the Agency) processes the personal data of a natural person 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.

This privacy notice explains the Agency’s policies and practices regarding its collection and use of your personal data and sets forth your privacy rights. We recognise that information privacy is an ongoing responsibility, and we will update this notice where necessary.

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Why do we collect personal data?

The Agency is responsible for the overall organisation of the event which will gather approx. 250 people at the venue in Brussels and several hundred following the event online. The Agency invites its key stakeholders, youth participants, speakers and moderators to register to join the event, either in-person (by invitation only) or to follow the event online.

Participants will participate in the Forum's sessions - panel debates, workshops, inspirational talks etc. (on-site as well as online). They are invited to actively contribute to the conversations during the event, as participants, speakers and/or moderators/facilitators.

Speakers, moderators, facilitators, and artists will be listed with their name in the Forum programme.

The purpose of the processing of personal data is handling and organizing the participation of registered participants at the Gender Equality Forum 2024, taking place in Brussels on 10 -11 December 2024.

What kind of personal data does the Agency collect?

- I. Personal data collected and further processed will concern the physical participants on site as well as online participation and are relevant for the organisation of the Event, in particular:
 - Name (title, first name, surname, username);
 - Gender/Gender Identity
 - Organisation the data subject works in and position the data subject holds;
 - Contact details (e-mail address, phone number, social media profile);
 - Nationality, country of residence;
 - Age
 - 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 the event and/or online sessions (oral contributions, audio records, transcripts, web streaming) will be collected as well.
- III. Pictures on screens (Instant messages, images, files, whiteboards) and videos could be collected in some cases.

IV. Biography information will be collected from the panellists (i.e. speakers and moderators, facilitators) and artists and shared with participants, and in some instances published on EIGE's or the event's website – subject to consent.

How do we collect your personal data?

Personal data will be collected through the following means:

- By email: genderequalityforum2024@eige.europa.eu and/or youthparticipants@eige.europa.eu
- Via the website: <https://eige.europa.eu>

Who is responsible for processing your personal data?

The Agency 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 Outreach and Engagement Unit, who ensures the proper implementation of the processing operations in relation to the event.

Which is the legal basis for this processing operation?

The processing operations on personal data linked to the organization, management, follow-up, and promotion of the event is necessary for the management and functioning of the Agency. EIGE is tasked with developing dialogue and cooperation with different organizations and stakeholders under Article 3(1)(i) as well as with organising conferences to raise awareness under Article 3(1)(g) of its establishing Regulation (EC) 1922/2006. Therefore, the processing is lawful under Article 5 (1)(a) of the Regulation (EU) No 2018/1725.

In addition, since the participation in the call for youth participation is not mandatory, the processing of the personal data is also in accordance with Article 5(1)(d) of Regulation (EU) No 2018/1725.

Who can see your data?

Access to your data is restricted to authorised staff of the Agency and external service providers bound by confidentiality clauses, involved in the organisation, support and security of the event, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with Union legislation.

Neither the Agency nor its service providers share personal data with third parties for direct marketing.

The Agency has several technical and operational measures in place to protect personal data from unauthorised access, use or disclosure during 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.

Do we share your data with other organisations?

Personal data is processed by the Agency which organises the event and Trill Europe as the events contractor, which supports the registration and the logistics of the organisation of the Forum through a specific contract with the Agency.

Part of the personal data (organisation, position, age, accessibility needs) might be shared with partner organisations or subcontractors of Trill Europe organising the workshops, to better understand the target audience and to adjust content and material accordingly.

Do we intend to transfer your personal data to Third Countries/International Organizations?

No.

When will we start the processing operation?

We will start the processing operation on 24 September 2024.

How long do we keep your data?

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

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

Photos, audio, and video recordings are stored in the Agency's Outreach & Engagement Unit drive for three years. Within this time, the files to be used for communication purposes and/or be archived for historical purposes shall be selected. The remaining files shall be deleted.

Information concerning the event (including videos, photos and recordings) on the Agency's corporate website and EIGE's social media channels will be retained and not be deleted.

How valuable is your consent for us?

Participation in the event is not mandatory. By registering for the event, you give your consent to the processing of your data. Yet, you have the right to withdraw your consent at any time, and we will delete your data or restrict its processing. All processing operations up until the withdrawal of consent will still be lawful.

Your data protection rights

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 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 O&E Unit) of the Agency by contacting dpo@eige.europa.eu.

Other rights - Where applicable, data subjects 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 the Agency. 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 the Agency is processing information based on your consent or under a contract with the Agency, or in the context of entering into a contract with the

Agency and the processing is automated. You are not required to pay any charges for exercising your rights.

Do we do automated decision making, including profiling?

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

What can you do in the event of a problem?

The first step is to notify the Agency by sending an email to events@eige.europa.eu and ask us to take action.

The second step, if you obtain no reply from us or if you are not satisfied with it, contact our Data Protection Officer (DPO) at dpo@eige.europa.eu

At any time, you can lodge a complaint with the EDPS (European Data Protection Supervisor) at www.edps.europa.eu, who will examine your request and adopt the necessary measures.