



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: SSM Seminars

Data Controller: European Commission, Employment, Social Affairs and Inclusion

Record reference: EMPL/2020/OP/0007

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EVENT

1. Introduction

The European Commission is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council 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.

This privacy statement explains the reason for the processing of your personal data in the context of the Social Situation Monitor (SSM) Seminar series. It explains 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. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation: Social Situation Monitor (SSM) Seminar series, undertaken by *Employment, Social Affairs and Inclusion, Unit EMPL.A.4* of the European Commission, is presented below.

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

Purpose of the processing operation: *Employment, Social Affairs and Inclusion*, directly and through ICF SA as contractor, collects and further processes your personal data to provide you with information about the Social Situation Monitor (SSM) Seminar series (before, during and after), to process your application for participation in the meetings related to this series, to share among participants, to include them in the event documentation, follow-up after the events for events evaluation purposes.

Photographs, live web-streaming and audio-visual recording, before and at the events of the speakers, organisers and participants, will be taken and published in the context of the meetings on internet, including on YouTube. The pre-recordings will be shared with the participants of virtual meetings, who are asked not to share pre-recordings with external parties.

Participants that do not wish to be part of the above web-streaming and recording/publishing activities have the possibility to object to processing by sending an e-mail to the organiser prior to the event.

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

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

The processing operations on personal data, linked to the organisation, management, follow-up and promotion of the meeting (including web-streaming, audio-visual recording) are necessary for the management and functioning of the Commission, as mandated by the Treaties. Those provisions are in particular, Article 11 of the Treaty on European Union and Article 15 of the Treaty on the Functioning of the European Union. Consequently, those processing operations are lawful under Article 5(1)(a) of Regulation (EU) 2018/1725 (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).

Your consent is required for:

- the sharing of the meeting/event attendee list containing your name and affiliation among participants, in order to continue the collaborative work launched during the meeting/event;
- the processing of your personal data for inviting you to future events the data controller may organise;

If you opt-in, you are giving us your explicit consent under Article 5(1)(d) of Regulation (EU) 2018/1725 to process your personal data for those specific purposes. You can give your consent via a clear affirmative act by ticking the box(es) on the online registration form.

Your consent for these services can be withdrawn at any time:

- for withdrawing consent that you have provided in order to benefit from other services, please contact the controller of the meeting/event at: ssm@icf.com

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

The following personal data will be processed:

- contact details (function/title, first name, last name, gender, name of organisation, city, country, e-mail address, telephone number, short biography);
- IP data, location data, data about the web browser, data collected using cookies or other tracking technologies (see Cookie section below) collected automatically while registering to meetings/ virtual meeting through GetResponse.
- Virtual meetings are conducted through Microsoft Teams during the processing of the operation the following additional information is collected: photographs/pictures, short biography, presentations, live web-streaming and/or audio and video recording of speakers and participants.

5. How long do we keep your personal data?

The Data Controller only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing.

For each of the categories of personal data that is processed, please find below the retention details and the reference to the relevant record of processing:

- All personal data related to the organisation and management of the meetings (this includes the information given during the registration, before, during or after the event) will be deleted **one year** after the last action in relation to the meeting.
- Recordings from the web-streamed *meetings* will be kept for **2 years** before being deleted. More information is available in the Record of Processing DPR-EC-00306 (Web-streaming of Commission events).
- In case of audio-visual recording of the meeting of the Social Situation Monitor (SSM) Seminar series, the recordings will be kept for **3 months** after the seminar, before being deleted. More information is available in the Record of Processing DPR-EC-01937 (Audio-visual recording of meetings).

- Personal data shared with the controller for future mailing purposes (e.g., for receiving invitations to similar events) are processed in line with the Record of Processing on Management of subscriptions.
- Selected service providers for organisational purposes (such as caterers, travel agents or event management organisations) are contractually bound to process personal data on behalf of and in line with the instructions of the data controller, keep confidential any data they process and protect it from unauthorised access, use and retention.

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission and on the servers of ICF S.A. All processing operations are carried out pursuant to [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

The Commission's contractors are bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission, and by the confidentiality obligations deriving from the General Data Protection Regulation ('GDPR' - [Regulation \(EU\) 2016/679](#))

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

7. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to other authorised Commission staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Where necessary, we may also share your information with service providers for the purposes of organising the event:

Service provider 1: ICF S.A. and its subcontractor GetResponse used for meeting registration purposes.

In the context of the meeting, papers are drafted and published. Authors of the papers (name; organisation) will be published.

Cookies

GetResponse uses cookies to generate statistics about the readership. This means that some information linked to users' behaviour will be stored in GetResponse databases.

Also see *GetResponse Cookie Policy*: <https://www.getresponse.com/legal/cookie-policy>

Name of the cookie	Characteristic	Purpose	Persistence
tms	Contains ids for a message, campaign, subscriber, link, user	Sales tracking	More than 30 days
tmc	Contains ids for a message, subscriber, link	Goals tracking	More than 30 days
xsid	Contains subscriber id	GA tracking	More than 30 days

8. 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, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and 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) of Regulation (EU) 2018/1725 on grounds relating to your particular situation.

You have consented to provide your personal data to the data controller for the present processing operation. You can withdraw your consent at any time by notifying the data controller by email at EMPL-A4-UNIT@ec.europa.eu. The withdrawal of your consent will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

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. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

9. 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, DG Employment, Social Affairs and Inclusion, Unit A.4 at EMPL-A4-UNIT@ec.europa.eu.

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.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) 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.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the European Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.