

PRIVACY STATEMENT

Statement on personal data protection within the framework of a conference, meeting, event or workshop organised by EEA

Personal data provided by the participants are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Processing operations are under the responsibility of the Head of group Budget, finance and resources acting as Data Controller, regarding the collection and processing of personal data.

1. Purpose(s) of the processing

Personal data is collected and further processed for the purpose of identifying the respondent in order to give him/her access to EEA premises and to include him/her in the participants list. In addition, personal data help contact respondents to inform them of any potential changes to the conference, meeting, event or workshop, of which they need to be aware, or to request clarification if necessary on the information provided. Lastly, personal data is processed to manage the reimbursement of travel expenses and allowances to participants.

Personal data in the context of recording of web-streaming and audio and/or video recording may be processed for communication and education purposes. An opt-out is provided to participants who prefer their images are neither recorded nor published on any support.

2. Recipients of the data processed

For the purpose detailed above, access to your personal data is given to the following persons, without prejudice to a possible transmission to the bodies in charge of monitoring or inspection task in accordance with European Union law:

- EEA staff responsible for the organisation and management of the conference, meeting, event or workshop;
- The Chairman and the secretary of the meeting and the responsible project manager(s);
- In order to keep the network of participants operational a contact list of participants is shared between attendees; likewise, the report/minutes of the conference, meeting, event or workshop including a presence list is shared between the participants and distributed to all organisations represented in the conference, meeting, event or workshop.

No personal data is shared with third parties for direct marketing.

3. *Personal data concerned*

The personal data of participants provided for the organisation and management of the conference, meeting, event or workshop, such as title, name, surname, business contact information, bank information, passport or ID card.

4. *Obligatory or optional data*

Participants are free to give their data on a voluntary basis.

5. *Categories of data processed*

Personal data collected and further processed concern the participants (natural person). Information can relate to all or some of the following data:

- Name (title, first name, surname) and function ;
- Contact details (company and department, postal address, country of residence, business telephone number, mobile telephone number, fax number, e-mail address, internet address);
- Bank account details (Account number, name of the account holder, name and address of the bank, IBAN and BIC codes);
- Passport/ID number (natural persons);
- Information for the evaluation of claim for travel and accommodation costs: information on the means of transport, hotel invoice(s);

6. *Modalities for the processing operation*

Personal data is provided by submission of an application. The information is processed by automated means for the purpose of organisation and management of the conference, meeting, event or workshop.

7. *Safeguarding of data processed*

The collected personal data and information related to the conference, meeting, event or workshop are encoded and stored in the EEA meeting database. Access to all collected personal data is only possible to a limited number of designated EEA staff members (see point 2 above) with a Username and password.

8. *Right of access and rectification*

You have no direct access to your personal data stored by the EEA. In case you wish to verify or modify any of your personal data, exerting your rights as laid down in Section 5 of Regulation (EC) No 45/2001 on the protection of personal data and the processing thereof, please contact in writing the data Controller by using the contact information mentioned in the invitation to the conference, meeting, event or workshop or to the following address: European Environment Agency, ADS2, Kongens Nytorv 6, 1050 Copenhagen K, Denmark.

Any request for access or rectification of personal data shall specify explicitly the object and purpose(s).

Please note that modifications to registered data are made only if based on compelling grounds and supported by valid justifying documents.

9. *Legal basis*

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The processing operations on personal data linked to the organisation and management of meetings is necessary for the performance and the support of the numerous tasks carried out by the EEA as mandated by Regulation (EC) No 401/2009, and in particular Article 2 thereof, and for the internal management and functioning of the EEA .

10. Legality of processing

Processing is necessary

- For the performance of tasks carried out in the public interest on the basis of Regulation (EC) No 401/2009 (Article 5(a) of Regulation (EC) No 45/2001);
- To ensure compliance of the data controller with the legal obligations stated in the Financial Regulation and its implementing rules (Article 5(b) of Regulation (EC) No 45/2001);
- To take steps prior to entering into a contract with the data subjects (Article 5(c) of Regulation (EC) No 45/2001).

11. Data retention

- Personal data is kept as long as follow-up actions to the meeting are necessary with regard to the purpose(s) of the processing of personal data as well as for the meeting and its related management. All personal data will be deleted from the databases 10 year(s) after the last action in relation to the meeting. Report containing personal data will be archived according to the EEA policy.
- Nevertheless, where needed, after the delay mentioned above, personal data will be retained as part of a list of contact details shared internally for the purpose of contacting data subjects in the future in the context of EEA activities. If data subject do not agree with their data being so retained, they may contact the Controller by using the contact information specified above under point 8.

12. Right to appeal

Participants are entitled to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>; EDPS@edps.europa.eu) if they consider that their rights under Regulation (EC) No 45/2001 have been infringed as a result of the processing of their personal data by the EEA.

Participants may also contact the EEA's Data Protection Officer (DPO) in case of any difficulties or for any questions relating to the processing of their personal data at the following e-mail address: Data.ProtectionOfficer@eea.europa.eu.

