



Protection of your personal data

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

Processing operation:	Yearly European Semester structured dialogue with civil society: “The new European Semester 2022 cycle – exchange of views with civil society”, Thursday 17 and Friday 18 February 2022
Data Controller:	<i>European Commission, Employment, Social Affairs and Inclusion</i>
Record reference:	Corporate Record DPR-EC-01063

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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 *Yearly European Semester structured dialogue with civil society: "The new European Semester 2022 cycle – exchange of views with civil society"*, Thursday 17 and Friday 18 February 2022 (online). 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 *Yearly European Semester structured dialogue with civil society: "The new European Semester 2022 cycle – exchange of views with civil society"*, undertaken by *Employment, Social Affairs and Inclusion, Unit F.1* of the European Commission, is presented below.

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

Purpose of the processing operation: *Directorate General Employment, Social Affairs and Inclusion*, directly and through ICF S.A. as contractor, collects and further processes your personal data to provide you with information about the ECE expert meeting (before, during and after), to process your application for participation in that event, to share among participants, to include them in the event documentation and for follow-up after the event for event evaluation purposes.

An audio-visual recording from the event, which will feature the speakers and participants, will be taken by ICF S.A. The recording will be used by ICF S.A. to support the preparation of the meeting report.

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 event (including 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 specific consent is required for:

- the sharing of the meeting/event attendee list containing your name and organisation among participants, in order to support networking and prepare groups for the small group discussions;
- 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 this specific purpose. 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 event at ece@icfi.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, email address, country and name of organisation for all participants; photo and biography for speakers);
- IP data, location data, data about the web browser collected automatically while registering to meeting;
- presentations and audio and video recording of the meeting/event which may include personal data of speakers and participants (name, comments, questions during the event, video/audio if turned on etc.);
- the following additional information may be collected by the video conferencing application (Microsoft Teams or another): meeting activity (such as joining or leaving), together with the date, time, name of the person engaged in the activity, and other participants in the meeting with the date, time, duration, and quality ratings that you may provide.

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 event (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 event.
- In case of audio-visual recording of the event, the recordings will be kept for **3 months** after the event, 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 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 EU Microsoft O365 environment including Microsoft Forms used for event nomination, registration and evaluation purposes.

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

Service provider 2: Data will also be made available to an external contractor for the monitoring and evaluation of the EaSI programme, including for surveys carried out throughout the programme duration. The collected personal data and all information related to the above-mentioned surveys is stored on a server of the external contractor of the European Commission, who guarantees the data protection and confidentiality required by the Regulation (EC) 1725/2018.

Persons taking part in this event will be registered in a document called 'the list of participants', which will include at least their first and last names and e-mail addresses. It might also include participants' sex, organisation and country details. The personal data included in the list of participants will be necessary and used for monitoring of the EaSI programme, including for surveys carried out throughout the programme duration.

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-F1-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 F.1 EMPL-F1-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>.