

## PRIVACY NOTICE

### Events organised by the Agency

This Privacy Notice explains what kind of personal data the Agency collects from you and how the Agency uses that data.

#### **1. Why we collect personal data?**

We collect personal data in the context of an event organisation as well as to inform participants of any follow-up activities after the event.

#### **2. What kind of data does the Agency collect?**

The Agency collects personal data related to identification and contact details like name, surname, email address, phone, mobile or fax number, organisation. Minutes, photos and videos of the events could be collected as well in some cases. In such cases, you will be notified during the registration process.

#### **3. Who is responsible for the processing of the data?**

The Agency is the legal entity for the processing of personal data and determines the objective of this processing activity. The Head of Fundamental Rights Promotion Department is responsible for the processing operation.

#### **4. Which is the legal basis for this processing operation?**

Organising various events is necessary for the functioning of the Agency, and therefore, the processing is lawful under Article 5(a) of the Regulation (EC) No 45/2001.

Also, since the participation to events is not obligatory, the processing is lawful under Article 5(d) of the Regulation (EC) No 45/2001.

#### **5. Who can see my data?**

Your personal data are stored in an electronic database. Access to the database is restricted to authorised staff members who are dealing with the organisation of the events and the files concerned are password protected. In some cases, external contractors have access to this information but their access and purpose of use are governed by specific contractual clauses to ensure adherence to the data protection regulations.

#### **6. How to control your data?**

You can access, modify or delete your personal data by sending an email request to [information@fra.europa.eu](mailto:information@fra.europa.eu). More details are provided below.

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### 7. Can I access my data?

You have the right to access your data at any time and free of charge, by sending an email request to [information@fra.europa.eu](mailto:information@fra.europa.eu).

### 8. Can I modify my data?

You have the right to modify your data without delay of inaccurate or incomplete personal data at any time by sending an email request to [information@fra.europa.eu](mailto:information@fra.europa.eu). You have the right to update or correct at any time your identification data.

### 9. Can I block you from processing my data?

You have the right to block the processing of your personal data at any time by sending an email request to [information@fra.europa.eu](mailto:information@fra.europa.eu) when you contest the accuracy of your personal data or when the Agency no longer needs the data for completing its tasks. You can also block the processing activity when the operation is unlawful, and you oppose to the erasure of the data.

### 10. Can I delete my data?

You have the right to delete your data at any time by sending an email request to [information@fra.europa.eu](mailto:information@fra.europa.eu) when the processing activity is unlawful.

### 11. Do you share my data with other organisations?

Personal data is processed by the Agency or its contractors for the specified purposes. In case that we need to share your data with third parties, you will be notified to whom your personal data has been shared with.

### 12. Do I have the right to object?

Yes, you have the right to object at any time by sending an email request to [information@fra.europa.eu](mailto:information@fra.europa.eu) when you have legitimate reasons relating to your particular situation. Moreover, you will be informed before your information is disclosed for the first time to third parties, or before it is used on their behalf, for direct marketing purposes.

The Agency will address your requests within 15 working days from the receipt of the request.

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### 13. What can I do in the event of a problem?

a) The first step is to notify the Agency by sending an email to [information@fra.europa.eu](mailto:information@fra.europa.eu) and ask us to take action.

b) 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@fra.europa.eu](mailto:dpo@fra.europa.eu).

c) At any time you can lodge a complaint with the EDPS at <http://www.edps.europa.eu>, who will examine your request and adopt the necessary measures.

### 14. When will we start the processing operation?

We will start the processing operation upon your registration to the event.

### 15. Security of personal data

The Agency has in place several security controls to protect your personal data from unauthorised access, use or disclosure. We keep your data stored on computer systems with limited access to a specified audience only.

### 16. How long do we keep your data?

The Agency will keep your personal data for one year from the date of the event that you attended.

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