

## PRIVACY NOTICE

The European Union Agency for Fundamental Rights (FRA) 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 FRA'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. For the purposes of jointly organizing the 5<sup>th</sup> IPCAN Seminar, the FRA and Office of the French Defender of Rights (Défenseur des Droits, DDD) have agreed on purpose and means of collecting and processing of personal data.

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## PRIVACY NOTICE

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

We collect personal data in the context of 5th IPCAN Seminar organisation as well as to inform participants of any follow-up activities after the event.

### **2. What kinds of personal data are collected?**

Related to the organization of the 5<sup>th</sup> IPCAN Seminar, FRA and DDD will jointly collect personal data related to identification and contact details like:

1. Personal details: name, surname, title, function, country of establishment, email addresses, organisation, (Photo and short biography only for speakers), accessibility needs to join the event;
2. Contact details: email, organisation's address, telephone, type of organisation.
3. Education & Training details: speakers may provide in their short biography information related to their education and training;
4. Employment details (e.g. work experience, languages): brief biographies of the speakers (only those who have consented to collection, processing and publishing of their biographies) will be collected by the organisers;
5. Financial details (e.g. financial identification form, bank account information): only in the specific cases when a reimbursement needs to be done to a speaker;
6. Family, lifestyle and social circumstances: only information on dietary needs for catering (not mandatory);
7. Other: minutes, photos and videos of the event could be collected as well in some cases. In such cases, you will be notified during the registration process.

### **3. How do we collect your personal data?**

The FRA and DDD will use different methods i.e. (an online registration system, email and paper-based formats) as well as audio-visual material (photos and videos of participants) to jointly collect and process personal data.

### **4. Who is responsible for the processing of your personal data?**

In accordance with Article 26(1) of Regulation 2018/1725, the FRA and DDD will jointly collect and process, as well as determine the purpose and means of the processing, of the personal data collected as it relates to the organization of the 5th IPCAN Seminar. FRA and DDD will ensure appropriate level of security for the personal data in their possession. To this end, they will implement appropriate technical and organisational measures.

### **5. What is the legal basis for this processing operation?**

Organising various events is necessary for the functioning of the FRA. Therefore, the processing is lawful under Article 5(a) of the Regulation (EU) No 2018/1725.

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

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### **6. Who can see your 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. The FRA observes Council Regulation (EC) No. 1049/2001 of 30 May 2001 regarding public access to European Parliament, Council and Commission documents and Council Regulation (EC) No. 2018/1725 of 23 October 2018 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.

### **7. Do we share your data with other organisations?**

Personal data is processed by the FRA and DDD. In case that we need to share your data with third parties, you will be notified about with whom your personal data have been shared.

### **8. Do we intend to transfer your personal data to Third Countries/International Organizations?**

No.

### **9. When will we start the processing operation?**

We will start the processing operation upon your registration to the 5th IPCAN Seminar.

### **10. How long do we keep your data?**

Your personal data will be stored for one year after 5th IPCAN Seminar.

### **11. How can you control your data?**

You can access, modify or delete your personal data by sending an email request to the functional mailbox at [jpcan@fra.europa.eu](mailto:jpcan@fra.europa.eu). More details are provided below. FRA and DDD will closely cooperate in order to effectively address any queries from the data subjects. To this end, FRA agrees to monitor the above-mentioned mailbox.

#### **11.1. How valuable is your consent for us?**

Since the participation in the 5th IPCAN Seminar is not mandatory, the processing is lawful because “the data subject has unambiguously given his or her consent”. The consent will be collected through the registration form, in a separate and distinct manner. Moreover, you have the right to withdraw your consent at any time, and we will delete your data or restrict its processing.

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### 11.2. Your data protection rights

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information. You are not required to pay any charges for exercising your rights.

#### a) Can you access your data?

Yes, you have the right to receive confirmation whether or not we process your personal data. Furthermore, you can have access to such data, as well as obtain copies of your data undergoing processing, at any time and free of charge, by sending an email request to [ipcan@fra.europa.eu](mailto:ipcan@fra.europa.eu).

#### b) Can you modify your data?

Yes, 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 [ipcan@fra.europa.eu](mailto:ipcan@fra.europa.eu). You have the right to update or correct at any time your identification data.

#### c) Can you restrict us from processing your data?

Yes, you have the right to block the processing of your personal data at any time by sending an email request to [ipcan@fra.europa.eu](mailto:ipcan@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.

#### d) Can you delete your data?

Yes, you have the right to ask us to delete your data at any time by sending an email request to [ipcan@fra.europa.eu](mailto:ipcan@fra.europa.eu) when the processing activity is unlawful.

#### e) Can you request the transfer of your data to a third party?

This only applies to the information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated. You are not required to pay any charges for exercising your rights. We have 15 working days to respond to you.

#### f) Do you have the right to object?

Yes, you have the right to object at any time by sending an email request to [ipcan@fra.europa.eu](mailto:ipcan@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 FRA will address your requests within 15 working days from the receipt of the request.

#### g) Do we do automated decision making, including profiling?

No.

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### **12. What security measures are taken to safeguard your personal data?**

There are several security controls in place 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.

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

- a) The first step is to notify the FRA by sending an email to [ipcan@fra.europa.eu](mailto:ipcan@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 the data protection officers (DPO) at FRA via [dpo@fra.europa.eu](mailto:dpo@fra.europa.eu) and/or at the Office of the French Defender of Rights (Défenseur des Droits) via [sophie.latraverse@defenseurdesdroits.fr](mailto:sophie.latraverse@defenseurdesdroits.fr)
- 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. How do we update our privacy notice?**

We keep our privacy notice under regular review to make sure it is up to date and accurate.

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