

FRA Diplomatic Community Event, 27 November 2024

The European Union Agency for Fundamental Rights (FRA or Agency) 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 data protection 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.

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1. Why do we process personal data?

On the occasion of the FRA Diplomatic Community Event taking place in FRA premises in Vienna on 27 November 2024 from 16:00 to 19:00, we are collecting the personal data of the invitees participating in the event for the purpose of registering their participation, organising the event and follow-up activities (i.e sending thank you letters; dissemination of FRA's work and deliverables related to the topic of the event).

2. What kind of personal data does the Agency process?

We will collect only the following personal data necessary for the processing operation described above.

(a) General personal data:

- Personal details: name, surname, gender, nationality
- Contact details: email address, mobile phone number (optional), postal address
- Employment details: function, title, name and type of the employer/organisation
- Other:
 - food preferences
 - pictures of participants at the event, upon consent
 - IP addresses and/or cookies and other metadata of participants registering online for the event may also be collected by the online tool used for registration, LimeSurvey. In this particular case, the use of cookies by LimeSurvey will be automatically disabled.

(b) Special categories of personal data:

- Food preferences indicated by the participants in the registration form for the organisation of the catering may reveal health conditions and/or religious beliefs.
- Limited information on health conditions (e.g. special accommodation required by participants with disabilities) that need to be taken into account for organising the travel and accommodation.
- The pictures of participants taken at the event might reveal ethnic origin or racial background as well as religious beliefs.

3. How do we collect and process your personal data?

Participants will be contacted by email and invited to register their participation using the professional online survey tool [LimeSurvey](#), which is hosted in the servers of the FRA webhosting contractor.

3a. Information you provide us:

We will collect from participants the information and personal data mentioned in section 2 in several ways, including by requesting participants to fill the online LimeSurvey registration form or by contacting them by phone and email if it is necessary to complete or clarify the necessary information to organise the face-to-face meeting.

3b. Information we collect about you

The online survey tool LimeSurvey might collect the IP addresses and device data mentioned in section 2 when participants register their participation via the online registration form.

During the event it is expected that some pictures would be taken among the participants. FRA will explicitly request consent at the moment of submitting the registration to the event.

3c. Information we receive from other sources:

In order to invite participants to the event, FRA has collected their contact details via lists of participants in recent FRA events and contact of FRA network of stakeholders. In addition, the e-mail address are also collected via the public [List of foreign representations in Austria](#) available on the website of the Austrian Ministry for Foreign Affairs.

For the purpose of correctness of information (name, title, etc) we might consult the website of the invitees' organisations. In case an invited guest cannot attend the meeting, FRA may ask the invitee to suggest other members in their organisations to be invited to the event.

4. Who is responsible for processing your personal data?

The Agency is the legal entity responsible for the processing of your personal data and determines the objective of this processing activity.

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

The processing operation is necessary for the performance of the tasks carried out by the Agency in the public interest to achieve the objectives set out in its Work Programme and are necessary for the management and functioning of the Agency. In particular, Article 8 of the FRA Founding Regulation (Council Regulation (EC) No. 168/2007 establishing a European Union Agency for Fundamental Rights as amended by Regulation (EU) 2022/555) foresees the cooperation with organisations at Member State and international level. Therefore, the processing is lawful under Article 5.1.(a) of the Regulation (EU) No 2018/1725.

If the processing of the special categories of personal data referred to in section 2 takes place, it will be lawful under Article 10(2)(a) of the same Regulation, as explicit consent will be requested from data subjects in the registration form, and it will be stored.

6. Who can see your data?

A restricted number of FRA staff responsible for organising the meeting has access to your contact details. Assigned staff from Corporate Services (Digital Services) might have access to some personal data necessary to provide technical support in the registration process.

7. Do we share your data with other organisations?

Personal data is processed by the Agency only. 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.

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 in August 2024.

10. How long do we keep your data?

Information and personal data collected by FRA in the context of the organization of this event will be kept for six months after the event in order to allow for the follow-up and conclusion of the event.

11. How can you control your data?

Under Regulation 2018/1725, 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 except in cases where the requests are manifestly unfounded or excessive, in particular because of their repetitive character.

We will reply to your request without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

You can exercise your rights described below by sending an email request to: dir.office@fra.europa.eu

11.1. Do we need your consent?

Except for the taking of photographs and the processing of the special categories of personal data mentioned in section 2 and revealed by the information you provide in the registration form with regards to your food preferences and special accommodation requirements, the processing of your personal data does not require consent. Consent for the processing of such special categories of data as well as for taking pictures of you will be requested during the registration phase in the registration form. You have the right to withdraw your consent at any time, and we will delete your data or restrict its processing. All processing operations up until the withdrawal of consent will still be lawful.

11.2. Your data protection rights

a. Can you access your data?

You have the right to receive information on whether we process your personal data or not, the purposes of the processing, the categories of personal data concerned, any recipients to whom the personal data have been disclosed and their storage period. Furthermore, you can have access to such data, as well as obtain copies of your data undergoing processing.

b. Can you modify your data?

You have the right to ask us to rectify your data you think is inaccurate or incomplete at any time.

c. Can you restrict us from processing your data?

You have the right to restrict the processing of your personal data. If you do, we can no longer process them, but we can still store them. In some exceptional cases, we will still be able to use them (e.g. with your consent or for legal claims). You have this right in a few different situations: when you contest the accuracy of your personal data, when the Agency no longer needs the data for completing its tasks, when the processing activity is unlawful, and finally, when you have exercised your right to object.

d. Can you request to have your data deleted?

You have the right to ask us to delete your data when the personal data are no longer necessary for the purposes for which they were collected, when you have withdrawn your consent or when the processing activity is unlawful. In certain occasions we will have to erase your data in order to comply with a legal obligation to which we are subject.

We will notify to each recipient to whom your personal data have been disclosed of any rectification or erasure of personal data or restriction of processing carried out in accordance with the above rights unless this proves impossible or involves disproportionate effort from our side.

e. Are you entitled to data portability?

Data portability is a right guaranteed under Regulation 1725/2018 and consists in the right to have your personal data transmitted to you or directly to another controller of your choice.

In this case, this does not apply for two reasons: 1) in order for this right to be guaranteed, the processing should be based on automated means, however we do not base our processing on any automated means;

II) this processing operation is carried out in the public interest, which is an exception to the right to data portability in the Regulation.

f. Do you have the right to object?

When the legal base of the 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*” which is the case in most of our processing operations, you have the right to object to the processing. In case you object, we have to stop the processing of your personal data, unless we demonstrate a compelling reason that can override your objection.

g. Do we do automated decision making, including profiling?

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

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

The Agency has several security controls in place to protect your personal data from unauthorised access, use or disclosure. We keep your data stored on our internal servers 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 Agency by sending an email to dir.office@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.

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 data protection notice?

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

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