

Workshop and Meeting on mainstreaming human rights into international organisations/institutions/donors' programmes and projects, 29-30 January 2025, in Brussels, Belgium.

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?

The personal data are collected and processed to allow for the proper organisation of one **workshop** and one **meeting** (hereinafter: the events) in the framework of the administrative cooperation arrangement between the FRA and the Financial Mechanism Office (FMO) of the European Economic Area (EEA) and Norway Grants (NG). The events will take place at the EFTA House, the premises of the Financial Mechanism Office of the EEA and Norway Grants, in Brussels, Belgium, on 29 and 30 January 2025. Although the events are planned and designed to take place in-person, a restricted number of participants may connect and contribute online via a link to Teams set up by the FMO.

FRA organizes these events in cooperation with the United Nations Development Programme (UNDP) and the Office of the High Commissioner of Human Rights (OHCHR).

The purpose of the processing of personal data is handling registration and attendance, reporting on the events, as well as taking appropriate event follow-up actions, such as sharing presentations among participants and feedback collection.

More specifically, FRA, as the organiser, carries out the following processing activities:

- Contacting potential participants and speakers for the events
- Creation of mailing lists of contacts (namely participants, including the speakers);
- Handling invitations to participate and attendance;
- Correspondence with speakers, moderators and participants;
- Preparing the programme and sessions;
- Event follow-up actions such as calls, event report, minutes, distribution of reports/minutes, feedback on reports;
- Sharing the list of participants with the FMO, which is responsible for organising access to the venue and also arranging for the catering services.
- Reimbursement of accommodation and travel expenses for a limited number of participants whose costs are covered by FRA;
- Sharing of presentations.

For the preparation of the events and sharing and distributing documents (prior and after the events), the Agency uses the following cloud-based services on the basis of the inter-institutional framework contract for the provision of M365 services, of which the Agency is part:

- MS Outlook
- MS Teams for preparatory meetings
- FRA DMS SharePoint to maintain FRA list of invited experts and participating experts and any other events documents such as agenda, background documents or minutes

The FMO is responsible for the activities linked to the hosting of the events at the EFTA House, for example, the entrance and reception of participants, catering services, setting up the online tool for connection to the

events of a limited number of participants. They are also responsible for sending invitations to the FMO staff participating in the meeting as well as to EEA and Norway Grants donor countries representatives. The processing of personal data by the FMO to carry out such activities falls within the responsibility of the FMO and is not covered by this data protection notice.

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

For participants for which FRA will reimburse travel and accommodation, the following data will be collected:

- Financial details: financial identification form and bank account information for those experts who receive reimbursement of travel/accommodation expenses
- Legal entity form: date, place and country of birth, identity document number, personal identification number
- Supporting documents (e.g. invoices, tickets, etc.)

➤ Contact details: email address

➤ Employment details: name, function/title and type of the employer/organisation.

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

3a. Information you provide us:

For the proper organisation of the event, FRA will collect via email correspondence the personal data described in Section 2 above.

3b. Information we collect about you:

N/A

3c. Information we receive from other sources:

For identifying participants for the events, the FRA has also collected publicly available (internet) contact details such as email addresses, names, or surnames. In some cases, the names and contact details of participants have been provided by their employers or organisations participating in the events.

Moreover, FRA will receive from the FMO the names and contact details of those participants for which they are responsible, as indicated in section 1 above.

In case an invited participant cannot attend the events, FRA may ask the invited participant to suggest other persons in their organisations to be invited to the events.

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. The Head of Institutional Cooperation and Networks Unit is responsible for this processing operation.

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 8.2.(b) 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 that the Agency shall cooperate with international organisations to help carry out its tasks. To this end, the current activity is agreed in the framework of the current administrative cooperation arrangement between FRA and the FMO of the European Economic Area (EEA) and Norway Grants (NG). The project is included in the [2024 Annual Work Programme](#), position F.1.1.

Therefore, the processing is lawful under Article 5.1.(a) of the Regulation (EU) No 2018/1725.

Moreover, since participation in the meeting is not mandatory, participants will be asked to agree to the processing of their personal data when confirming their participation in the events. At the meeting, participants will also be asked to provide their written consent to share their names, organisation and email addresses with the other participants and/or with the organisations contributing to the events.

Therefore, the processing is lawful under Article 5.1.(d) of the Regulation (EU) No 2018/1725.

6. Who can see your data?

A restricted number of FRA staff responsible for the proper organisation of the events have access to your personal data as described in Section 2 above. A restricted number of staff in the Administration Unit (Finance Sector) has access to the financial data when the reimbursement of travel or accommodation expenses is necessary.

In case of reimbursement of costs to participants, their financial and/or legal identification forms including supporting documents are transferred to the European Commission (DG Budget) in order to validate data subjects' details in the European Union's accounting system ABAC. Data is processed in this regard in line with FRA's data protection notice [here](#).

7. Do we share your data with other organisations?

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

Participants will be asked to provide their written consent to share their names, organisation and email addresses with the other participants and/or with the organisations contributing to the events.

Staff from the FMO will have access to the list of participants and contact details to carry out the activities mentioned in section 1 above necessary for the hosting of the events at the EFTA House.

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 December 2024.

10. How long do we keep your data?

Information and personal data collected by FRA in the context of the organisation of the events will be kept for six months after their conclusion.

Personal data relating to the Financial and Legal identification forms from the limited number of participants who will be reimbursed for their travel and accommodation costs are kept for a maximum of 10 years after the last transaction of data related to the data subject (please refer to the relevant data protection notice for the Agency's expenditure operations [here](#)).

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 onEEANG@fra.europa.eu

11.1. Do we need your consent?

Since your participation in the events is not mandatory, by confirming your participation you consent to the processing of the personal data specified in section 2 above for the purposes described in section 1. Moreover, you will be asked to provide your written consent to share your name, organisation and email addresses with the other participants and/or with the organisations contributing to the events.

You have the right to withdraw your consent at any time, and we will either delete your data or restrict or stop 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:

- I) 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, as well as its processors, have 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 onEEANG@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) You can lodge a complaint with the EDPS at any time 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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