

PRIVACY NOTICE

Experts meetings organised by FRA

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?

The Agency collects personal data to organise the expert meetings, for any follow-up activities of the meeting including reimbursement of costs incurred by the expert.

2. What kind of data does the Agency collect?

The Agency collects data relating to participants of the expert meetings regarding:

- identification (name, surname, legal entity information);
- contact details (postal address, email address, phone, mobile and fax number);
- experience (organisation and CV);
- banking details (financial identification form, bank account information);
- minutes, photos and videos of the meetings can be collected in some cases.

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

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

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

Organising expert meetings are necessary for the management and functioning of the Agency. Therefore, the processing is lawful under Article 5(a) of the Regulation (EC) No 45/2001.

In addition, since the participation to the expert meetings is not mandatory, the processing is lawful under Article 5(d) of the Regulation (EC) No 45/2001.

5. Who can see my data?

Personal data are stored in the electronic database and just the Agency's staff and the external contractors (if there are any) that are involved in the organising of such meetings can access your personal data.

PRIVACY NOTICE

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. More details are provided below.

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.

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.

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 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 when the processing activity is unlawful.

11. Do you share my 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.

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 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.

PRIVACY NOTICE

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 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. When will we start the processing operation?

We will start the processing operation when you accept our invitation to come to the expert meeting.

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 subsequently the meeting that you attended.

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