



EUROPEAN COMMISSION

## **PROTECTION OF YOUR PERSONAL DATA**

**Processing operation:** Processing of personal data linked to “Digital Decade Futurium Community & Living-in.EU: Digital Decade for Regions and Cities” on March 16<sup>rd</sup>, 2022

**Data Controller:** European Commission, Directorate-General for Communications Networks, Content and Technology, Unit B.2 (Implementation of the Regulatory framework)

**Record reference:** DPR-EC-1063

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## 1. Introduction

The European Commission is committed to protecting your personal data and to respecting your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council 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.

This privacy statement explains the reason for the processing of your personal data in the context of “Digital Decade Futurium Community & Living-in.EU: Digital Decade for Regions and Cities” organised by the European Commission. It explains the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to the processing of personal data linked to “Digital Decade Futurium Community & Living-in.EU: Digital Decade for Regions and Cities”, organised by the services of the European Commission, is presented below.

## 2. Why and how do we process your personal data?

Purpose of the processing operation: the European Commission collects and further processes your personal data to provide you with information about “Digital Decade Futurium Community & Living-in.EU: Digital Decade for Regions and Cities” (before, during and after) and to process your application for participation in “Digital Decade Futurium Community & Living-in.EU: Digital Decade Regions and Cities”.

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

Live web-streaming and audio-visual recording of “Digital Decade Futurium Community & Living-in.EU: Digital Decade Regions and Cities” of the speakers, organisers and participants will be published on the Commission’s [Digital Strategy website](#).

Participants that do not wish to be part of the above web-streaming and recording/publishing activities have the possibility to object to processing by turning off their camera, muting themselves and not using the chat.

## 3. On what legal ground(s) do we process your personal data?

The processing operations on personal data, linked to the organisation, management, follow-up and promotion of “Digital Decade Futurium Community & Living-in.EU: Digital Decade Regions and Cities” (including web-streaming, photos, audio-visual recording, use of WebEx conferencing services) are necessary for the management and functioning of the Commission, as mandated by the Treaties. Those provisions are in particular, Article 11 of the Treaty on European Union and Article 15 of the Treaty on the Functioning of the European Union.

Consequently, those processing operations are lawful under Article 5(1)(a) of Regulation (EU) 2018/1725 (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).

More specifically, the objective of all processing activities related to WebEX is to support the management and the functioning of the European Commission, by adjusting the internal mechanisms and management systems to the new technological environment and advancements, by providing to EC Staff the necessary means and tools to perform their daily tasks and by organizing EC's operations according to the principles of sound financial management. Article 33.1 (a)(b) and (c) of the Regulation 2018/1046 that refers to the performance and principles of economy, efficiency and effectiveness is also applicable here. The use of WebEx conferencing services are also in line with the EC's Digital Strategy 2018 for a modern and digital working environment, including unified communication with advanced video-conferencing.

Your consent is required for the following actions during the "Digital Decade Futurium Community & Living-in.EU: Digital Decade Regions and Cities":

- the sharing of "Digital Decade Futurium Community & Living-in.EU: Digital Decade Regions and Cities" attendee list containing your name among participants, in order to create working groups to continue the collaborate work launched during the "Digital Decade Futurium Community & Living-in.EU: Digital Decade Regions and Cities";
- the processing of your personal data for inviting you to future events Unit B.2 may organise.

If you opt-in, you are giving us your explicit consent under Article 5(1)(d) of Regulation (EU) 2018/1725 to process your personal data for those specific purposes. You can give your consent via a clear affirmative act by ticking the box(es) on the online registration form.

Your consent for these services can be withdrawn by contacting Unit B.2 at [CNECT-DIGITAL-DECADE@ec.europa.eu](mailto:CNECT-DIGITAL-DECADE@ec.europa.eu).

#### **4. Which personal data do we collect and further process?**

The following personal data may be processed in the context of "Digital Decade Futurium Community & Living-in.EU: Digital Decade Regions and Cities":

- contact details (first name, last name and e-mail address).

#### **5. How long do we keep your personal data?**

Unit B.2 only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing.

For each of the categories of personal data that may be processed, please find below the retention details and the reference to the relevant record of processing:

- Personal data related to the organisation and management of the meeting or event (this includes the information given during the registration, before, during or after the event) will be kept for **five years** after “Digital Decade Futurium Community & Living-in.EU: Digital Decade Regions and Cities”
- Recordings from the web-streamed event will be kept for **2 years** before being deleted.
- Personal data shared with the controller for future mailing purposes (to receive invitations to similar events) are processed in line with the Record of Processing DPR-EC-03928 (Management of subscriptions to receive information).
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## **6. How do we protect and safeguard your personal data?**

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

## **7. Who has access to your personal data and to whom is it disclosed?**

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to other authorised Commission staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The recording of “Digital Decade Futurium Community & Living-in.EU: Digital Decade Regions and Cities” will be published on the Commission’s [Digital Strategy website](#) and will therefore be available to all.

For those who consented to the sharing of “Digital Decade Futurium Community & Living-in.EU: Digital Decade Regions and Cities” attendee list containing your name among participants, in order to create working groups to continue the collaborate work launched during “Digital Decade Futurium Community & Living-in.EU: Digital Decade Regions and Cities”, your personal data (first name and last name) will be shared with fellow participants.

### **Third Party IT Tools during Video Conferencing**

Please note that this as this is a virtual meeting, a third party IT service will used to run the meeting.

When using third party IT services during a virtual conference or event, the European Commission keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for the duration of the conference and for an additional period of up to 5 years in an anonymised format (Conference identifier, start time and duration).

The content of the video/audio conference (documents, links, files etc.) will be deleted after the termination of the session.

The following categories of personal data of the participants are collected:

- Participant identifier (mainly email address, but potentially some other parameters)
- Conference Content (available to participants only at Conference duration)
- Participants' names list (available to participants only at Conference duration)
- Session identifier (determined by the system, only on anonymised reports)
- Date of session (determined by user decision, only on anonymised reports)
- Duration of the session (determined by user decision, only on anonymised reports)

The main recipient of the personal data is the conference's organiser who should identify the external participants. The organiser, by service definition, is part of EC staff. Participants are recipients as well of the contents during the duration of the session. The main organiser can take the decision of a local meeting recording, in such scenario a recording alert is shown to all participants.

Unit B.2 is using the webconferencing services of WebEx. For more information on how personal data is processed through WebEx, please consult DPR-EC-05006.3 "Service de Web Conference (Webex)".

### **Third party IT tools, including Social Media**

We may use third party IT tools to inform about and promote the "Digital Decade Futurium Community & Living-in.EU: Digital Decade for Regions and Cities" through widely used communication channels, including the social media. For detailed information about the use of social media by the European Commission, see the Record of Processing DPR-EC-00073 (Social Media Use by the European Commission).

You may be able to watch our videos, which may be also uploaded to one of our social media pages and follow links from our website to other relevant social media.

In order to protect your privacy, our use of third party IT tools to connect to those services does not set cookies when our website pages are loaded on your computer (or other devices), nor are you immediately redirected to those social media or other websites. Only in the event that you click on a button or "play" on a video to watch it, a cookie of the social media company concerned will be installed on your device. If you do not click on any social media buttons or videos, no cookies will be installed on your device by third parties.

In order to view such third-party content on our websites, a message will alert you that you need to accept those third parties' specific Terms and Conditions, including their cookie policies, over which the Commission has no control.

We recommend that users carefully read the relevant privacy policies of the social media tools used (for Twitter: <https://twitter.com/en/privacy>). These explain each company's policy of personal data collection and further processing, their use of data, users' rights and the ways in which users can protect their privacy when using those services.

The use of a third party IT tool does not in any way imply that the European Commission endorses them or their privacy policies. In the event that one or more third party IT tools are occasionally unavailable, we accept no responsibility for lack of service due to their downtime.

Please note that pursuant to Article 3(13) of Regulation (EU) 2018/1725 public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The further processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

## **8. What are your rights and how can you exercise them?**

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) of Regulation (EU) 2018/1725 on grounds relating to your particular situation.

The European Commission will ensure that the data subjects can exercise their right to object to processing whenever possible by the organisers of the "Digital Decade Futurium Community & Living-in.EU: Digital Decade for Regions and Cities" by turning off their camera, muting themselves and not using the chat.

You have consented to provide your personal data to Unit B.2 for the present processing operation. You can withdraw your consent at any time by notifying Unit B.2 at [FMB]. The withdrawal of your consent will not affect the lawfulness of the processing carried out before you have withdrawn the consent. You may have consented to the following processing operations: the sharing of "Digital Decade Futurium Community & Living-in.EU: Digital Decade for Regions and Cities" attendee list containing your name among participants, in order to create working groups to continue the collaborate work launched during the [name of the event] and/or the processing of your personal data to invite you to future events the Unit B.2 may organise.

You can exercise your rights by contacting the data controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

## **9. Contact information**

- **The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact Unit B.2 at FMB.

- **The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- **The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the data controller.

<b>10. Where to find more detailed information?</b>
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The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the European Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-EC-1063.