



Innovation and Networks Executive Agency

Specific Privacy Statement

**Horizon 2020 Energy Info Days
Brussels, 25-26-27 June 2019**

1. The specific s-Service/registration related to the Horizon 2020 Energy Info Days

This e-Service offers an online electronic registration for the above mentioned event. While registering, your personal data will be collected and further processed for the purposes detailed below under point 2.

As this e-Service collects and further processes personal data, Regulation (EC) 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 (hereafter "the Data Protection Regulation"), is applicable.

The data controller is the Innovation and Networks Executive Agency (INEA):

R1 – Programme Support, Coordination & Communication (Communication & Event Management Sector)

Person designated as being in charge of the processing operation: Mr Marc Vanderhaegen

Email: INEA-Communication@ec.europa.eu.

2. What personal information do we collect, for what purpose and through which technical means?

The **personal data collected** and further processed are:

- Data necessary for the organisation and management of the event, such as: Title*, First Name*, Last Name*, Organisation*, Organisation type*, Function*, Country*, Nationality*, Date of birth*, ID document type*, ID number*, E-mail address*(*Replies to these questions are mandatory since all information requested is necessary for registration).
- Photographs/pictures/videos/webstreaming of groups of participants and organisers.

The **purpose** of processing personal data for the e-Service as well as for the event is: management of the Info Day, including the creation of a list of participants with contact details (email address) that will be handed out to all registered participants prior to the event to prepare for the networking session, distribution and feedback on reports, event follow-up, sharing information on INEA and EUROPA websites.

The **legal basis** for the organisation of this event, including its management and the related processing, is the Regulation (EU) No 1291/2013 of the European Parliament and of the Council of 11 December 2013 establishing Horizon 2020 - the Framework Programme for Research and

Innovation and Networks Executive Agency (INEA)

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Chaussée de Wavre 910 • B-1049 Brussels, Belgium

Tel: +32 (0)2 29 95252 — Fax: +32 (0)2 29 73727

inea@ec.europa.eu — <http://ec.europa.eu/inea> — Twitter: @inea_eu

Innovation (2014- 2020);

In line with Article 5(a) of the Data Protection Regulation, the processing operation is necessary for the performance of tasks carried out in the public interest on the basis of the Treaties or other legal instruments adopted on the basis thereof¹.

3. Who has access to your information and to whom is it disclosed?

The access to all personal data as well as all information collected in the context of this meeting, and the organisation thereof, is only granted through User ID/Password to a defined population of users, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with European legislation. The recipients of the data are:

- Unit R1 and R4 of INEA (the Communication Team and the IT team);
- The contractor selected by INEA to organise the event;
- DG Human Resources and Security of the European Commission for providing the security clearance to enter the European Commission building;
- DG SCIC of the European Commission (only the recording of the web streaming).
- Participants who gave their consent to share a subset of personal data as indicated in Section 2 for the networking purposes.

To keep the network of the participants operational a contact list of participants is shared between attendees. The report including the presence list may be shared between participants and distributed to organisations participating prior to the event.

As such lists are Commission documents, they fall under Regulation (EC) 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents. No personal data is transmitted to parties which fall outside the recipients and the legal framework mentioned.

4. How do we protect and safeguard your information?

The personal data and all information collected related to the above-mentioned event is stored on the servers of INEA, the operations of which underlie the Commission's security decisions and provisions established by the Directorate of Security for this kind of server and services. Access to all collected personal data and all information related to the above-mentioned event is only permitted to those referred to above (see point 3) using a User ID/Password.

5. How can you verify, modify or delete your information?

You have the right to access and the right to rectify the data concerning you by contacting the person designated as being in charge of the processing operation (see above point 1). You may also ask for the erasure of this data and you may object or block its processing at any time. Attention is drawn to the consequences of a delete request, which means that all your contact details will be lost.

6. How long do we keep your data?

Your personal data is kept for as long as follow-up actions to the above-mentioned event are necessary as regards the purpose of processing personal data for the e-Service as well as for the

¹ Regulation (EU) No 1291/2013

Information Day and its management:

- One year for personal data processed to organise and execute the physical event and for networking purposes;
- The contractor will store the personal data for a maximum of 3 months;
- Until 31 December 2020 for personal data processed to inform participants about future funding opportunities and similar events in the context of INEA-managed programmes. The explicit consent will also be stored electronically with the same retention period;
- Until 31 December 2020 your personal data will be part of a list of contact details shared internally amongst the staff of INEA and the Commission services for the purpose of contacting you in the context of the Commission's activities.

The web recording will be stored in DIGIT servers in line with the following privacy policy: <https://ec.europa.eu/info/privacy-policy>

Reports containing personal data will be archived according to the relevant Commission's legal framework. If stored, the data will be deleted permanently after the end of the retention period indicated above.

If you do not agree with this, please contact the Controller by using the contact information below and by explicitly specifying your request. Special attention is drawn to the consequences of a request for deletion, in which case any trace to be able to contact you will be lost.

7. Photo and video material from the info day

This event will be photographed and filmed. Full speeches or parts of them may be reused for internal documentation or in any public communication activity.

An **opt-out** is provided to participants who prefer their images are neither recorded nor published on any support. In these cases, and according to available resources, the organiser could offer those participants an alternative room where to follow conference and debates by means of live webstreaming displayed on a screen. Clear indication and information to hostesses will be provided for to correctly guide participants. In case of unavailable resources, those participants can locally follow live conference and debates at the webstreaming Internet address indicated on the subscription form by the organiser.

8. Contact information

If you have any questions relating to this e-Service, organisation of the event, any information processed in the context of the event, or on your rights, please contact the support team operating under the responsibility of the Controller, using the following e-mail: INEA-Communication@ec.europa.eu

9. Recourse

You have right of recourse at any time to the Data Protection Officer of the Agency (INEA-DPO@ec.europa.eu) and you have the right to submit a complaint at any time directly to the the European Data Protection Supervisor (<https://edps.europa.eu/>).

In case you want to verify which personal data is stored on your behalf by the responsible controller, have it modified respectively corrected or deleted, please contact the Controller by using the Contact Information above and by explicitly specifying your request.