

## 7th European Environmental Evaluators Network (EEEN) Forum 2018

### Specific privacy statement

The personal data you provide for the purpose of your participation to the above-mentioned event, is processed in accordance with regulation (EC) No 45/2001<sup>1</sup> of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

The EEEN Forum and the associated processing operations are under the responsibility of the organisers of the meeting, acting as data Controller, regarding the collection and processing of personal data.

#### 1. Purpose(s) of the processing

Your personal data is collected and further processed for the purposes of coordinating, organising and managing the Forum; this includes in particular:

- The creation of contact lists, the dispatch of invitation letters, the establishment of participants attendance lists, the creation of badges for access to the forum venue, the drafting and publication of minutes and/or reports, news and action lists, the management and publication of feedback survey, the creation and management of mailing lists for future meetings, news and/or publications
- If applicable, the reimbursement of your travel and subsistence expenses
- Photographs/pictures, presentations, live web-streaming and/or audio and video recording of speakers and participants including on internet/intranet in the context of the meeting and for communication and education purposes; in such cases, you may request to opt-out if you prefer your image is neither recorded nor published on any support
- Your personal data will become part of a database (please see notification DPO No COM6 on CRM) with the purpose of facilitating our future interaction with you as a stakeholders in your areas of interest. If you do not wish to be included in this database, you should address your request in writing to [subscriptions@eea.europa.eu](mailto:subscriptions@eea.europa.eu)

#### 2. Recipients of the data processed

For the purposes detailed above, access to your personal data is given to the following persons, without prejudice to a possible transmission to the bodies in charge of monitoring or inspection tasks in accordance with European Union law:

- Staff responsible for the organisation and management of the EEEN Forum;
- The chairperson and the secretary of the EEEN Forum and the responsible EEA project manager(s);
- In order to keep the network of participants operational, a contact list of participants is shared between the attendees; likewise, the report/minutes of the EEEN Forum,

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<sup>1</sup> OJ L 8/1 of 12.1.2001. This regulation is currently under revision.

including a presence list, is shared between the participants and distributed to all organisations represented in the EEEN Forum;

- EEA staff responsible for the reimbursement of your travel and subsistence expenses;
- Some of your personal data (name, contact info) will be published on the EEEN Forum website. If you do not agree with the publication of your personal data, please inform the data controller in writing by using the contact information specified in the invitation to the relevant meeting;

Documents and material produced in relation to the meeting may also be disclosed to the public subject to the provisions contained in Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to documents.

No personal data is shared with third parties for direct marketing purposes.

### **3. Categories of data processed**

The only personal data collected and further processed is the information you provide in connection with your participation in the EEEN Forum. The information may relate to all or part of the following data: your title, name, professional contact details (e-mail address, telephone number(s) (direct and mobile), employer's name and address), bank account details, information pertaining to your reimbursement claim (e.g. means of transport, country of residence, accommodation invoice), live web-streaming and/or audio and video recording of speakers and participants, presentations of speakers could be published in the context of the meeting or for communication and education purposes. For access to the EEEN Forum venue in Brussels, you are required to show an identification document (passport or ID card).

### **4. Modalities for the processing operation**

Personal data is provided via an application form. Your personal data is processed manually when the staff member(s) responsible for the EEEN forum encode(s) the data in the EEA meeting system. Your personal data is then processed in an automated way for the management and administration of the forum, e.g. for generating email communications, processing reimbursement, etc. For the purpose of the management and administration of the meeting, the responsible data controller maintains a filing system (on paper and electronic) in ad hoc files.

### **5. Right of access and rectification**

You have no direct access to the data stored. If you wish to verify, modify or delete any of your personal data, you should address your request in writing by email using the contact information specified in the invitation to the relevant meeting. Any request for access or rectification of personal data shall specify explicitly the object and purpose(s).

Special attention is drawn to the consequences of a request for deletion, which will imply that any possibility to contact you will be lost.

### **6. Legal basis**

The processing of your personal data is necessary for the performance and support of the numerous tasks carried out by the EEA as mandated by Regulation (EC) No 401/2009 of 23 April 2009 on the EEA and Eionet, and in particular Article 2 thereof, and for the internal management and functioning of the EEA.

### **7. Legality of processing**

Processing is necessary for the performance of tasks carried out in the public interest based on Regulation (EC) No 401/2009 on the EEA and Eionet. In addition, it is necessary for compliance with the legal obligations stated in the financial rules applicable to the general budget of the European Union and its rules of application.

## 8. Data retention

Your personal data is kept as long as necessary for the purposes of the organisation and management of the related event, as well as for any follow-up actions the EEEN Forum may entail. Your personal data will generally be deleted from databases after the last action in relation to the event.

In case of the reimbursement of your travel and subsistence expenses, your personal data will be kept in the Agency's accounting system for a period of 7 years from the date on which the payment was processed, in accordance with the requirements set in the applicable financial rules. Only aggregated and anonymous personal data is processed and kept for statistical purposes after that date.

Photographs/pictures, presentations, live web-streaming and/or audio and video recording of speakers and participants including on internet/intranet in the context of the meeting and for communication and education purposes will be kept for as long as the speakers and/or participants request the EEA to remove their personal data.

## 9. Right to appeal

You are entitled to have recourse at any time to the European Data Protection Supervisor (<https://edps.europa.eu>; [edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation(EC) No 45/2001 have been infringed as a result of the processing of your personal data by the EEA.

You may also contact the EEA's Data protection Officer (DPO) in case of any difficulties relating to the processing of your data at the following email address: [DPO@eea.europa.eu](mailto:DPO@eea.europa.eu).