



## Data Protection Notice for the 2020 Enterprise Europe Network e-Days 19/10-20/10 2020

**Your personal data** is processed in accordance with **Regulation (EU) No 2018/1725**<sup>1</sup> on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

**The data controller** of the processing operation is the Head of Unit COSME of the Executive Agency for Small and Medium-sized Enterprises (EASME) via [EASME-COSME-DP@ec.europa.eu](mailto:EASME-COSME-DP@ec.europa.eu).

The following entities **process** your personal data on our behalf: European Commission (DG GROW), the external contractor B2Match<sup>2</sup> (contact: [support@b2match.com](mailto:support@b2match.com)) and the third party video conference tools WebEx<sup>3</sup> and Microsoft Teams<sup>4</sup>.

**The legal basis** for the processing activities are Article 5(a) of Regulation EU 2018/1725 because 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)<sup>5</sup> and Article 5(d) of Regulation EU 2018/1725 based on your explicit consent for your non- mandatory personal data indicated below.

**The purpose of the processing of your personal data is** to register interested persons to the Enterprise Europe Network virtual e-days 2020. Your personal data is collected to identify you as participant, to register you to this event, to include you in the participants list, which will be made available via the B2Match website. In addition, your personal data may be used for networking among the participants (bilateral meetings) and the follow-up of the event, including feedback collection and specific communication activities.

The following personal data are collected name, surname, email, organisation name, country, and city. These data are **mandatory** for the purpose(s) outline above.

For the purpose of bilateral meetings and interactive virtual workshops, WebEx and Microsoft Teams (third party tools) under the European Commission responsibility<sup>6</sup>, and the external

---

<sup>1</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 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 (OJ L295/39 of 21.11.2018).

<sup>2</sup> b2match is a customizable platform that covers aspects of b2b & networking events.

<sup>3</sup> WebEx is an all-in-one conferencing solution that incorporates audio, video and content sharing. For this event it is used for interacting with some external speakers during the plenary session.

<sup>4</sup> Microsoft Teams facilitates remote teamwork and online conferencing. For this event, it is used for the interactive virtual workgroup sessions.

<sup>5</sup> Act of Establishment: Commission Implementing Decision C(2013/771/EU) of 17 December 2013 establishing the 'Executive Agency for Small and Medium-sized Enterprises' and repealing Decisions 2004/20/EC and 2007/372/EC

<sup>6</sup> In order to protect your personal data, the Commission has put in place several strong contractual safeguards, complemented by 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. The Commission is actively configuring customer data location (at rest) of its Office 365 services. The online services the Commission will use are offered from data centres in EU Member States, respectively Ireland, the Netherlands, Austria or Finland. No content data will be stored outside the EU territory.

contractor B2Match hosts the collected personal data within European Economic Area<sup>7</sup> servers. For information on how B2Match/WebEx/Microsoft Teams uses cookies and manages the privacy policy, please consult the following websites. For B2Match: <https://www.b2match.com/privacy-policy>. For WebEx: [https://www.cisco.com/c/en\\_be/about/legal/privacy-full.html](https://www.cisco.com/c/en_be/about/legal/privacy-full.html). For Microsoft Teams please look at this website: <https://privacy.microsoft.com/fr-fr/privacystatement>

In addition, the following **non-mandatory** personal data are collected: participant picture, mobile phone number, function of participants within their organisation. These can only be processed based on your explicit prior consent. It is indeed possible that photographs of you will be taken during the event (e.g. via screenshots) and might be used for related communication purposes on internet and social media such as LinkedIn<sup>8</sup>, Twitter<sup>9</sup> and Facebook<sup>10</sup>. Web streaming and recording of workshops sessions may be made available on the Network intranet. Upon registration, you give your explicit consent to have your images and interventions via speech recorded and published on above mentioned communication channels.

The recipients of your data will be the relevant staff of EASME, the European Commission in charge of the organisation, B2Match managing the registration and bilateral meetings, third party tools allowing online sessions and interaction among participants (Webex and Microsoft Teams) and bodies charged with monitoring or inspection tasks in application of Union law (e.g. internal audits, European Anti-fraud Office – OLAF, European Court of Auditors). The name of your organisation, your picture, if voluntarily uploaded and your name and surname - are visible for other participants of the event after logging-in via the registration tool on the website.

Your data will be kept for a maximum period of **2 years** after the end of the event. Data will be automatically deleted at the end of this period.

Your personal data will not be transferred to third countries or international organisations.

The processing of your data will not include automated decision-making (such as profiling).

**You have the right** to access your personal data and to request your personal data to be rectified, if the data is inaccurate or incomplete; where applicable, you have the right to request restriction or to object to processing, to request a copy or erasure of your personal data held by the data controller. If processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing based on your consent before its withdrawal.

Your request to exercise one of the above rights will be dealt with without undue delay and within **one month**.

If you have **any queries** concerning the processing of your personal data, you may address them to the Head of Unit of the COSME Unit of the Executive Agency for Small and Medium-sized Enterprises (EASME) via [EASME-COSME-DP@ec.europa.eu](mailto:EASME-COSME-DP@ec.europa.eu), entity acting as a data controller.

**You shall have right** of recourse at any time to the EASME Data Protection Officer at [EASME-DPO@ec.europa.eu](mailto:EASME-DPO@ec.europa.eu) and to the European Data Protection Supervisor at <https://edps.europa.eu>.

---

<sup>7</sup> European Economic Area countries include Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.

<sup>8</sup> <https://www.linkedin.com/groups/1287967/>

<sup>9</sup> [https://twitter.com/EEN\\_EU](https://twitter.com/EEN_EU)

<sup>10</sup> <https://www.facebook.com/EnterpriseEuropeNetworkEU>