

**FRP meeting 2021: Human rights work in challenging times – ways forward, hereinafter “the Event”; taking place on 1<sup>st</sup> February 2021 in a virtual setting.**

The European Union Agency for Fundamental Rights (FRA or Agency) processes the personal data of a natural person in compliance with Regulation 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

This privacy notice explains FRA’s policies and practices regarding its collection and use of your personal data, and sets forth your privacy rights. We recognise that information privacy is an ongoing responsibility, and we will update this notice where necessary.

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### **1. Why do we collect personal data?**

FRA is organising an event, “FRP meeting 2021: Human rights work in challenging times – ways forward” (‘the event’). Our contractor “Tipik Communication Agency” is responsible for the overall organisation of the event and the communication towards the participants before and after the end of the event.

The purpose of the processing of personal data is handling registration and attendance, reporting on the event, as well as event follow-up actions, such as sharing presentations among participants and feedback collection. It includes, in particular, lists and mailing lists for contacts, invitations, participants, reports, minutes, distribution

of reports/minutes, feedback on reports, meeting follow-up, photographs/pictures, presentations, audio and/or video recording of speakers and participants, news and publications.

### 2. What kind of personal data does the Agency collect?

We will only collect the following general personal data necessary for the good functioning of the different operational tool described above.

- **Registration to the event:** For participation to the event a prior registration is required. During the registration, the following personal data will be collected: “email”, “first name”, “last name”, “organisation name”, “organisation type”, “organisation description”, “areas of activity”, “city” and “country”. All this information will be collected within mandatory fields.
- **Hosting the digital event:** For the purpose of hosting the digital event, sending mailings and managing the different side activities, including networking, quizzes, polls, etc., we will use a single registration platform which will collect the following personal data from moderators, speakers and participants: “first name”, “last name”, “job position”, “mobile phone number”, “profile picture”, “time zone”, “organisation name / address / type / website / description / logo”, “professional and personal e-mail address”, “Twitter and LinkedIn accounts” (if any), “IP address”, and browser-generated information, session cookies or other technologies used to analyse users’ activity.
- **During the event:** Please note that the event will be organised in a virtual conference setting. During the event audio and/or video recordings will be taken based on the prior consent of the speakers. Participants of the Event will be able to actively engage via questions and comments which will be recorded on the conference platform through chat messages. Recorded chat messages and questions sent via the Conference Platform will only be available to Participants and will not be stored after the event.

#### 2.1. Information you provide us

You may provide us with information in several ways, including by filling in (registration) forms on our website or by corresponding with us by phone or email. Finally you may also provide information during the event in the questions section via a live chat function.

#### 2.2. Information we collect about you

As stated in section 1 when you use our website, we automatically collect information about your device, use of cookies, including your IP address, information about your visit (including how you got to our websites) and how you use our services. We may combine this information with other information you have provided to us.

#### 2.3. Information we receive from other sources

For the purpose of this event we will not collect data from any other source as mentioned in section 3.

### 3. How do we collect your personal data?

- **Registration to the event:** As stated in section 1 a written pre-registration is required for all participants. The collection of the data and e-mail campaigns will be managed via the software “**b2match**”<sup>1</sup>. The system uses session cookies to improve the website experience and to generate anonymous, aggregate user statistics. “B2match” will not actively use the collected data for internal marketing purposes. The collected data will solely be stored by “B2match” from which the contractor (Tipik Communication Agency) will act as the data processor and use the data to ensure a smooth logistical operation of the event. Besides for registration purposes we will also use B2match to generate event reminder e-mails and a post-event follow-up e-mail. “B2match will store the collected data on their servers located in Germany.
- **Video conferencing platform:** The event will be held through the video conferencing platform “**Cisco Webex Meeting**”<sup>2</sup>. For the purpose of this event all collected personal data will be stored in “Webex’s” closed network infrastructure based in Amsterdam (The Netherlands). All data collected from EU-based users will stay within EU territory. However, Webex may apply other collection rules (according to national legislation) for participants coming from outside the EU.

The web conferencing tool will request access to your microphone and/or camera.

### 4. Who is responsible for processing your personal data?

The Agency is the legal entity responsible for the processing of your personal data and determines the objective of this processing activity. The Institutional Cooperation and Networks Unit is responsible for this processing operation. The agency will in this sense act as data controller. You can contact us here: [FRP@fra.europa.eu](mailto:FRP@fra.europa.eu)

In order to organize the event the agency will be supported by its contractor **Tipik Communication Agency (Avenue de Tervueren 270)**, in this sense they will act as data processor. You can contact them here: [gdpr@tipik.eu](mailto:gdpr@tipik.eu)

### 5. Which is the legal basis for this processing operation?

The consultations with organisations and with institutions of civil society active in the field of fundamental rights registered in the Fundamental Rights Platform are necessary for the management and functioning of the Agency, as indicated by Article 10 of FRA Founding Regulation (EC) 168/2007. Therefore, the processing is lawful under Article 5(a) of the Regulation (EU) No 2018/1725.

In addition, since the participation in the consultation is not mandatory, the processing of the personal data is also in accordance with Article 5(d) of Regulation (EU) No 2018/1725.

<sup>1</sup> Privacy Policy « Be2match » - <https://www.b2match.com/privacy-policy>

<sup>2</sup> Record of the European Commission on the use of « Webex » - <https://ec.europa.eu/dpo-register/detail/DPR-EC-05006>

### **6. Who can see your data?**

- Access to your personal data is provided to FRA staff responsible for carrying out the required operations to ensure a good functioning of this event and to other authorised FRA staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements. Materials such as photos, videos, presentations given by the participants and the conference report will be published on the conference webpage and will be shared between the participants and distributed to all organisations presented at the event.
- Where necessary, we may also share your information with service providers for the purposes of organising the event.
- FRA’s contractor Tipik Communication Agency, and authorised staff involved in the organisation of the event and the follow-up communication activities, will have access to registered participant’s profiles through the b2match platform (see details below).

### **7. Do we share your data with other organisations?**

Personal data is only processed by FRA and its contractor (Tipik Communication Agency), which supports the registration and the logistics of the organisation of the virtual event through a framework contract with DG SCIC and within a specific contract with FRA. Your data will not be shared with other organisations beyond FRA and Tipik.

### **8. Do we intend to transfer your personal data to Third Countries/International Organizations?**

No, we have no intention to transfer your personal data to entities or organisations outside the EU.

### **9. When we will start the processing operation?**

We will start the processing operation on 20 January 2021.

### **10. How long do we keep your data?**

Personal data will be kept after the event to ensure implementing necessary follow-up activities with regard to the purpose(s) of the processing of personal data as well as for its related management. Personal data related to registration and participation will be retained by FRA for a maximum of one year after the end of the event, that is 1<sup>st</sup> February 2022.

Photos, audio and video recordings are stored on the FRA Institutional Cooperation and Networks Unit drive for a period of three years. After that time all personal data will be deleted.

Non-personal Information concerning the event on the FRA corporate website will be retained for 10 years.

**11. How can you control your data?**

Under Regulation 2018/1725, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information. You are not required to pay any charges for exercising your rights except in cases where the requests are manifestly unfounded or excessive, in particular because of their repetitive character.

We will reply to your request without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

You can exercise your rights described below by sending an email request to [frp@fra.europa.eu](mailto:frp@fra.europa.eu)

**11.1. How valuable is your consent for us?**

Since your participation is not mandatory, we need proof that you consented to the processing of your personal data. Consent will be collected through the registration form. You have the right to withdraw your consent at any time, and we will delete your data or restrict its processing. All processing operations up until the withdrawal of consent will still be lawful.

**12. Your data protection rights**

User right	Scope of user right
<b>Can you access your data?</b>	You have the right to receive information on whether we process your personal data or not, the purposes of the processing, the categories of personal data concerned, any recipients to whom the personal data have been disclosed and their storage period. Furthermore, you can have access to such data, as well as obtain copies of your data undergoing processing.
<b>Can you modify your data?</b>	You have the right to ask us to rectify your data you think is inaccurate or incomplete at any time.
<b>Can you restrict us from processing your data?</b>	You have the right to block the processing of your personal data 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.
<b>Can you delete your data?</b>	You have the right to ask us to delete your data when the personal data are no longer necessary for the purposes for which they were collected, when you have withdrawn your consent or when the processing activity is unlawful. In certain occasions we will

	<p>have to erase your data in order to comply with a legal obligation to which we are subject.</p> <p>We will notify to each recipient to whom your personal data have been disclosed of any rectification or erasure of personal data or restriction of processing carried out in accordance with the above rights unless this proves impossible or involves disproportionate effort from our side.</p>
<p><b>Can you request the transfer of your data to a third party?</b></p>	<p>This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or for the performance of a contract or for entering into a contract and the processing is automated.</p>
<p><b>Do you have the right to object?</b></p>	<p>Yes, you have the right to object 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.</p>

### **13. What security measures are taken to safeguard your personal data?**

The Agency has several security controls in place to protect your personal data from unauthorised access, use or disclosure. We keep your data stored on our internal servers with limited access to a specified audience only.

Our contractor ensures a secured Microsoft Sharepoint environment to divide sensitive and personal data from other none-sensitive project information. All sensitive and personal data is managed by the Project Manager in charge of the organization of this event and supervised by its Account Manager and Data Protection Officer. Access to data is only accessible to colleagues who are actively involved in the organization of the event.

### **14. What can you do in the event of a problem?**

- a) The first step is to notify the Agency by sending an email to [frp@fra.europa.eu](mailto:frp@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](mailto: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.

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