

## **PROTECTION OF YOUR PERSONAL DATA**

**This Data Protection Notice (*DPN*) provides information about the processing and the protection of your personal data.**

**Processing operation:** CERV Civil Dialogue Week 25-28 May 2021

**Data Controller:** European Commission, Directorate-General for Justice and Consumers

**Record reference:** [DPR-EC-01063.1](#)

### **Table of Contents:**

- 1. Introduction**
- 2. Why and how do we process your personal data?**
- 3. On what legal ground(s) do we process your personal data?**
- 4. Which personal data do we collect and further process?**
- 5. How long do we keep your personal data?**
- 6. How do we protect and safeguard your personal data?**
- 7. Who has access to your personal data and to whom is it disclosed?**
- 8. What are your rights and how can you exercise them?**
- 9. Contact information**
- 10. Where to find more information?**

## 1. Introduction

The European Commission is committed to protect your personal data and to respect 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 Data Protection Notice (*DPN*) explains the reason for the processing of your personal data in the context of the CERV Civil Dialogue Week 25-28 May 2021. 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 operation CERV Civil Dialogue Week 25-28 May 2021, undertaken by the Directorate-General for Justice and Consumer (DG JUST) of the European Commission, is presented below.

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

Purpose of the processing operation: the Controller collects and further processes your personal data to provide you with information about the CERV Civil Dialogue Week 25-28 May 2021 (*before, during and after*) and to process your application for participation in the CERV Civil Dialogue Week 25-28 May 2021.

Live web-streaming and audio-visual recording will take place at the CERV Civil Dialogue Week 25-28 May 2021 of the designated speakers, and will subsequently be published in the context of the CERV Civil Dialogue Week 25-28 May 2021 at <https://cerv-civil-dialogue-week.eu>. The audience or non-speaker participants are not recorded individually or in groups.

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

The data controller shall not be held accountable for any processing of personal data that you might carry out on your own initiative during or after the event. For instance, if you decide to take photographs/audio-visual recordings of participants of the CERV Civil Dialogue Week 25-28 May 2021 and/or publish them online, you assume full responsibility for these actions.

## 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 the CERV Civil Dialogue Week 25-28 May 2021 (*including web-streaming, photos, audio-visual recording*) 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*).

Your consent is required for:

- The sharing of the CERV Civil Dialogue Week 25-28 May 2021 participants list containing your name and affiliation with other participants, for the purpose of future collaboration of certain participants;

- The sharing of the meeting/event attendee list containing your name and affiliation among participants, in order to create working groups to continue the collaborate work launched during the meeting/event;

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 any of these services can be withdrawn at any time, by sending an email to the contact point of the Controller indicated in Heading 11.

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

The following personal data will be processed:

- Identity (*function/title, first name, last name, name of organisation, city, country*);
- Contact details (*e-mail address*);

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

The Data Controller 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 is processed, please find below the retention details and the reference to the relevant record of processing:

- All personal data related to the organisation and management of the CERV Civil Dialogue Week 25-28 May 2021. (*this includes the information given during the registration, before, during or after the event*) will be deleted **one year** after the last action in relation to the CERV Civil Dialogue Week 25-28 May 2021;
- Recordings from the web-streamed CERV Civil Dialogue Week 25-28 May 2021 will be kept for **2 years** before being deleted. More information is available in the Record of Processing DPR-EC-00306 (*Web-streaming of Commission events*);
- Selected service providers for organisational purposes (*event management organisations*) are contractually bound to process personal data on behalf of and in line with the instructions of the data controller, keep confidential any data they process and protect it from unauthorised access, use and retention.

#### **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 (*and of its contractors if contractors are engaged to assist the controller in the organisation and management of this meeting/event*).

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 given processing operations.

The Commission's contractors are bound by specific contractual clauses for any processing operations of your personal data on behalf of the Commission and by the confidentiality

obligations deriving from the General Data Protection Regulation ('GDPR' - Regulation (EU) 2016/679).

## 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.

Where necessary, we may also share your information with service providers for the purposes of organising the third European Conference on Connected and Automated Driving:

For the purpose of **hosting the digital event, sending mailings and managing the different side activities**, including networking, Q&A, quizzes and polls, etc., **b2match.com**, third party tool under Tipik Communication Agency (contractor) responsibility, collects from moderators, speakers, participants the following data: first name, last name, job position, mobile phone number, profile picture, time zone, organisation name/type/website/description/logo, country, state province, city, zip code, address, (professional/personal) e-mail address, Twitter and LinkedIn accounts (if any), IP address, website data, geolocation, and browser-generated information, cookies or other technologies used to analyse users' activity.

It hosts the collected personal data on servers in Germany. For information on how b2match.com uses cookies and processes personal data, please consult this link <https://www.b2match.com/privacy-policy>.

For the purpose of broadcasting **the video streamed and streaming online sessions, Webex**, third party tool under Tipik Communication Agency (contractor)'s responsibility, collects from moderators and speakers the following personal data: title, position, the first name, last name, email address, IP address, website data, geolocation, and browser-generated information, cookies, language settings, operating system used, unique device identifiers or other technologies used to analyse users' activity. Moreover, it hosts the collected personal data on servers in Europe. For information on how Webex uses cookies and how processes personal data, please see privacy policy [here](#).

For the purpose of **Q&A, quizzes, and polls, Sli.do**, third party tool under Tipik Communication Agency (contractor)'s responsibility, collects from moderators, speakers, participants the following personal data: first name, last name, IP address, language, website data, geolocation, and browser-generated information (including device information, operating system, device type, system, cookies or other technologies used to analyse users' activity). It hosts the collected personal data on servers in Europe or the United States. For information on how Sli.do uses cookies and how Sli.do processes personal data, please consult this link <https://www.sli.do/terms#privacy-policy>.

## 8. Cookies

Cookies are short text files stored on a user's device (*such as a computer, tablet or phone*) by a website. Cookies are used for the technical functioning of a website (*functional cookies*) or for gathering statistics (*analytical cookies*).

Should you wish to opt your personal data out of our anonymised, aggregated statistics, you can do so on our cookies page. In particular, you can control and/or delete those cookies as you wish. B2match and their partners may use cookies, token or similar technologies as the users navigate through and interact with their Websites, Platform, and with third party websites or other online services. They may use automatic data collection technologies to collect certain information about the user's equipment, browsing actions and patterns, including:

- Details of the users' visits to their Services, such as the date and time they access the Services, length of time they spend on the Services, websites they visited before or after the Services, the resources and content that they access and use on the Services, and whether their interaction with their Services results in the user requesting information about b2match or making a purchase.
- Information about the user's computer and internet connection, such as the Media Access Control (MAC) address, computer type (Windows or Macintosh), screen resolution, language, Internet browser type and version and the name and version of the Services (such as the Application) the users are using.

The technologies b2match uses for this automatic data collection may include:

- Cookies (or browser cookies). A cookie is a small file placed on the hard drive of your computer. The user may refuse to accept browser cookies by activating the appropriate setting on the browser. However, if the users select this setting, they may be unable to access or receive certain parts of the Services. Unless the users have adjusted their browser setting so that it will refuse cookies, b2match system will issue cookies when the users direct their browser to b2match Websites or receive b2match Services. For more information about cookies and how to disable them, see [www.allaboutcookies.org](http://www.allaboutcookies.org).
- Session Cookies and Persistent Cookies. A "session" cookie lasts for a single browser session only and is deleted when the user closes the web browser. A "persistent" cookie remains on the user's device (even while powered off) until it expires or is deleted. A persistent cookie will be reactivated when a user returns to the website which posted the cookie. Cookies cannot read or access other cookies or any data from a user's hard drive. Cookies alone will not personally identify a user; however, a cookie may recognize a user's individual web browser or device through an IP Address, browser version, operating system and other information, and End users of our Services who log into their B2MATCH accounts may be individually identifiable to particular Services using session cookies.
- Flash Cookies. Certain features of our Services may use local storage, such as "Flash cookies" to collect and store information about your preferences and navigation to, from and on our Websites. Flash cookies are not managed by the same browser settings as are used for browser cookies.
- Web Beacons. Pages on b2match Services and e-mails may contain small electronic files known as web beacons (also referred to as clear gifs, pixel tags and single-pixel gifs). Web beacons differ from cookies in that the information is not stored on the user's hard drive, but invisibly embedded on web pages or in email. Web beacons permit b2match to track online movements of web users -- for example, to count users who have visited those pages or opened an e-mail and for other related website statistics (for example, recording the popularity of certain website content and verifying system and server integrity). This enables b2match to provide a website experience more tailored to the user's preferences and interests.
- Log files: For technical reasons (security reasons and protection of b2match Website), b2match collects server log data which are received from the user's browser. The log data are deleted after 14 days.
- Advertising and analytics. When you access and use the Services and other websites, we or a third-party partner may serve the user advertisements regarding goods and services that may be of interest to the user based on information relating to the user's access to and use of the Services and other websites. To do so, b2match or their service providers may place or recognize a unique cookie on the user's browser (alone or in conjunction with web beacons, pixel tags or other tracking technologies).
- B2match also may use information associated with Visitor social media accounts.

B2match use third party analytics providers, including Google Analytics and others, to collect information about the users's use of the Services and enable them to improve how the Services work. The information allows them to see the overall patterns of usage on the Services, helps them record any difficulties the users have with the Services, shows them whether their advertising is effective or not, and allows them to use responses to advertisements to optimize ad

performance. Google Analytics use cookies and other, similar technologies to collect information about the Services use and to report website trends to them, without identifying individual End-Users or Visitors.

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

We use third party IT tools to inform about and promote the CERV Civil Dialogue Week 25-28 May 2021 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 the recordings of the CERV Civil Dialogue Week 25-28 May 2021 via <https://cerv-civil-dialogue-week.eu>

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 read the relevant privacy policies of the social media tools used. 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.

## **10. 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 data will ensure that the data subjects can exercise their right to object to processing whenever possible by the organisers of the meeting/event (*for example, on the spot by indicating a non-web streamed seat if requested; or ex-post, by deleting a specific sequence from the online video/voice recording*).

You have consented to provide your personal data to the data controller for the present processing operations. You can withdraw your consent at any time by notifying the data controller. The withdrawal of your consent will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

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 11 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 12 below*) in your request.

## **11. 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 the Data Controller: European Commission, Directorate-General for Justice and Consumers (DG JUST), unit 04 at [ec-cerv-programme@ec.europa.eu](mailto:ec-cerv-programme@ec.europa.eu).

### **- 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.

## **12. Where to find more information?**

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>.

These specific processing operations have been included in the DPO's public register with the following Record reference: [DPR-EC-01063.1](#)