



EUROPEAN COMMISSION
Publications Office of the European Union

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: Interinstitutional Digital Publishing Committee organised by the Publications Office of the European Union

Data Controller: Publications Office of the European Union, unit D.1, "Stakeholder Relations"

Record reference: DPR-EC-00491

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1. Introduction

The European Commission (hereafter ‘the 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 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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, 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 processing operation “**Interinstitutional Digital Publishing Committee organised by the Publications Office**” undertaken by unit D.1, "Stakeholder Relations" of the Publications Office of the European Union is presented below.

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

Purpose of the processing operation: Unit D.1, "Stakeholder Relations" of the Publications Office collects and uses your personal information to invite you to meetings, information days, workshops or similar events (hereinafter “meetings”) with staff members of the European institutions, bodies and agencies, staff of the EU Member States’ administrations as well as the general public.

The processing involves using your personal data to invite and/or register you for a meeting organised by the Publications Office and held either on the Publications Office’s premises or in another location.

Under exceptional circumstances of public health threats, the processing may also involve the establishment of lists of participants to essential meetings of the Publications Office including external and internal staff.

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

3. On what legal ground(s) do we process your personal data

We process your personal data, 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;
- processing is necessary for compliance with a legal obligation to which the controller is subject;

Additional legal bases for the processing:

Treaty on European Union, Articles 5, 11 and 13; Treaty on the functioning of the European Union, Articles 15 and 244-250.

Mandate of the Publications Office, Decision 2009/496/EC, Euratom of the European Parliament, the Council, the Commission, the Court of Justice, the Court of Auditors, the

European Economic and Social Committee and the Committee of the Regions of 26 June 2009 on the organisation and operation of the Publications Office of the European Union.

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

In order to carry out this processing operation unit D.1, "Stakeholder Relations" of the Publications Office may collect the following categories of personal data, which are necessary for the participation in the meeting:

- gender (needed for the right title)
- first name and surname
- function
- EU institution, agency or representation you represent (if applicable)
- professional postal and e-mail addresses
- professional phone number
- In addition, we may take photos and/or record videos during the event.

5. How long do we keep your personal data?

Unit D.1, "Stakeholder Relations" of the Publications Office only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for organising the meeting and any follow-up actions as necessary with regard to the purpose(s) of the meeting. All personal data will be deleted from databases 1 year after the last action in relation to the meeting, with the exception of recordings from web-streamed meetings, which will be kept for 2 years before being deleted. In addition, for the annual seminars held at the Publications Office for the Commission DGs, EU Agencies and Representations of the Commission, personal data is maintained as part of a list of contact details shared internally among the European Commission services as long as the data subject is a contact person for the Publications Office. You can request at any time to be taken off such a contact list.

Lists of participants to essential meetings including external and internal staff established in order to monitor contacts for purposes of public health may have a specific retention period defined by the Commission's Secretariat-General.

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. All processing operations are carried out pursuant to the [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 in place. 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.

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 authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law. The Publications Office will not share personal data with third parties for the purpose of direct marketing.

Social media

We use social media to inform about and promote the *Interinstitutional Digital Publishing Committee* through widely used and contemporary channels. For instance, you can watch videos which we upload to the *Publications Office of the European Union* YouTube page, and follow links from our website to Twitter, Instagram and LinkedIn.

Cookies are not set by our display of Twitter, Instagram, YouTube and LinkedIn buttons to connect to those services when our website pages are loaded on your computer (or other devices).

You can watch videos related to the conference on our website. These will be played using YouTube player. In the event that you click “play” on a video to watch it, a YouTube cookie will be installed on your computer or device. If you do not click on any videos at all, no cookie will be installed.

The use of social media does not in any way imply endorsement of them or their privacy policies. In the event that one or more social media are occasionally unavailable we accept no responsibility for lack of service due to their downtime.

We recommend that you read the Twitter, LinkedIn, Instagram and YouTube privacy policies. These explain each company’s policy of data collection and processing, their use of data, your rights and the ways in which you can protect your privacy when using these services.

Conference App

The Publications Office uses the conference app *Slido* for mobile devices. The app is designed to help registrants to participate in the *Interinstitutional Digital Publishing Committee* by taking part in polls, sharing views and asking questions. Registrants are encouraged to but are under no obligation to download or use the conference app. The use of Slido does not require you to login and can be used anonymously.

8. 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, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

If you do not wish to be photographed or filmed during the event, please contact the Data Controller (see Heading 9 below) and inform them about it. The personnel of the Data Controller will try to place you in a location where you will not be taken in a photograph.

If after the event you wish that certain photos/videos of you are removed from any connected repository, or to be yourself removed from within a photo or video, please send your request to the Data Controller.

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 9 below.

In regard to lists of participants to essential meetings including external and internal staff established in order to monitor contacts for purposes of public health, restrictions to your rights as a data subject may be applied in accordance with Art. 25 of Regulation (EU) 2018/1725.

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 10 below) in your request.

9. 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, unit D.1, "Stakeholder Relations" of the Publications Office, OP-D1-SECRETARIAT@publications.europa.eu.

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (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) 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.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation will be included in the DPO's public register with the following Record reference: **DPR-EC-00491**.