

Privacy statement related to the registration for meetings, events and on-site visits hosted by EIOPA

▶ Introduction

1. EIOPA, as a European Authority, is committed to protect individuals with regard to the processing of their personal data in accordance with 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 (further referred as “the Regulation”).

▶ Purpose of the processing of personal data

2. In order to facilitate the organisation and implementation of virtual, in-person or hybrid meetings and events hosted by EIOPA as well as other visits to the EIOPA premises (hereinafter collectively called “events”), it is necessary to collect and process personal data of the participants and visitors. The collection and processing of this data is required to enable communication and information exchanges between EIOPA and the participants, to register the data subjects as visitors and grant them physical access to the EIOPA premises, to process reimbursement requests and payments to/from participants, to inform the event organisers about the audience composition, to produce event materials such as name badges, table signs and attendance lists, to compile event participation statistics and to create event recordings. Photographic or audio-visual formats may also be created and used both for internal use and for publication to external audiences, but only with the data subject’s explicit consent.

3. Data will not be used for any purposes other than the performance of the activities specified above.

▶ Lawfulness of the processing of personal data

4. The legal basis for this processing operation comprises of: Regulation (EU) 1094/2010 and EIOPA’s mandate stipulated therein, which necessitates organisation of events.
5. In accordance with Article 5(1)(a) of the Regulation processing is lawful as it is necessary for the performance of a task carried out in the public interest.

6. With regard to photos, audio or video recordings and the creation of contact/distribution lists, processing is lawful as it is based on data subject's consent, in accordance with Article 5(1)(d) of the Regulation.

▶ **Controller of the personal data processing**

7. The controller responsible for processing your data is EIOPA's Executive Director.
8. Address and email address of the controller:

Westhafen Tower, Westhafenplatz 1
60327 Frankfurt am Main
Germany
fausto.parente@eiopa.europa.eu

▶ **Personal data collected**

9. The data collected may include the following:
 - Name and title;
 - Email address, phone/mobile/fax number;
 - Position/job title;
 - Organisation and/or country represented;
 - Information on catering preferences and dietary requirements;
 - Travel information such as means of travel, point of origin, accommodation details;
 - Vehicle information (licence plate number, vehicle brand/model and colour);
 - CVs of moderators, speakers and panellists (containing, amongst others, biographical data on education, training and employment);
 - Photo/video/audio recordings of speakers and participants (files provided to EIOPA by the data subjects as well as recordings created during the event).

For events with participation fees or those offering the reimbursement of expenses, the following additional data may be collected:

- Postal address;
- Date and place of birth;
- Bank account details or other payment information;
- Information on identity documents (personal ID/passport number, personal identification number);
- Business information (VAT/tax number, trade register number).

▶ To whom are your data disclosed?

10. Personal data collected may be disclosed to:

- Designated EIOPA staff members (members of the Corporate Services Team and staff involved in the organisation of the event in question);
- Designated staff members of other EU Institutions/Agencies/Bodies or NCAs (only in case these are co-hosts/co-organisers of the event in question);
- External contractors (service providers assisting in the context of events);
- Other event participants;
- The wider public, when photos or video recordings are published (following explicit consent of the data subjects).

By default, the data subjects' personal information is not shared with other event participants unless explicit consent has been obtained from the persons in question to allow for such an exchange of information. Likewise, EIOPA does not publicly disclose any personally attributable information, such as names, address details, financial and business information.

For specific purposes, some of the data subjects' personal information may be shared with and processed by third parties involved in the organisation and delivery of the event in question, in particular with organisations co-hosting the event as well as with EIOPA contractors for event services. These may include but are not limited to the following: the building operator of EIOPA's premises, event venue operators, audio-visual services providers, catering providers, producers of print materials and contracted event management agencies. In such cases, EIOPA will only disclose the necessary minimum of personal data required for the specific purpose or task in order to enable the provision of the services requested. Furthermore, EIOPA also resorts to the following external providers (processors):

- EU Survey (<https://ec.europa.eu/eusurvey/home/privacystatement>) - for registration/mass-mailing;
- Cisco WebEx (<https://www.cisco.com/c/en/us/about/legal/privacy-full.html>), Microsoft Teams (<http://privacy.microsoft.com>) - for video conferencing solutions.

Photo/video/audio recordings of speakers and event participants, including files provided to EIOPA by the data subjects as well as recordings created during the event, may be disclosed to the wider public for communication purposes, i.e. via the websites, social media channels (e.g. LinkedIn, Twitter, YouTube, etc.) and print publications of EIOPA and/or co-organising organisations involved in the event in question. If the event is recorded, the data subjects' explicit consent shall be sought beforehand.

11. Personal data are transmitted in accordance with the relevant provisions of Regulation.

▶ How long are your data kept?

12. Personal data collected in the context of the registration for and organisation of events hosted by EIOPA will be retained for a period of 5 years after the event in question, with the following exceptions:
- Personal data included in EIOPA-internal contact databases and distribution lists (i.e. general database of contacts for public events, EIOPA Training Network distribution list) will be updated regularly and will be retained indefinitely or until the data subject withdraws their consent;
 - Personal data included in written publications as well as photo/video/audio recordings published by EIOPA and/or co-organising organisations may remain available on the internet indefinitely;
 - Personal data collected for the reimbursement of expenses will be retained for 5 years after the last related payment occurred;
 - Personal data transferred to EIOPA service providers will be retained by the contractor at maximum for the remaining duration of the contractual relationship with EIOPA. Upon expiry of the contract, all such data shall be deleted;
 - Physical copies of materials with personal information (e.g. name badges, table signs and attendance lists) are disposed of immediately after the respective event.
13. Files will not be kept beyond the periods specified above unless the personal data is rendered anonymous.

▶ Transfer of personal data to a third country or international organisation

14. No personal data will be transferred to a third country or international organisation.

▶ Profiling

15. No profiling is performed in the context of this processing operation.

▶ How can you have access to your data, verify their accuracy, rectify them or object to their processing?

16. In general, you have the right to access their data, obtain from the controller a copy of your personal data in order to check the accuracy of the data held, and/or to obtain rectification or update of these data (facts) if necessary.

17. You may also ask for erasure of your data if the processing thereof is unlawful, or to have your data blocked for a period enabling the data controller to verify the accuracy, including the completeness, of the data.
18. You may object to or obtain the restriction of the processing of your personal data.
19. Where processing is based solely on your consent, you have the right to withdraw your consent to the processing of your personal data at any time.
20. For the protection of the data subjects' privacy and security, every reasonable step shall be taken to ensure that their identity is verified before granting access, or rectification, or deletion.
21. In case of rejecting of access to their personal data, data subjects can file a complaint with the EDPS.

► **Whom can you contact if you have questions or complaints with regard to data protection?**

22. Should you wish to obtain access to or receive a copy of your personal data, their rectification, or deletion or to object, please contact:
 - training&events@eiopa.europa.eu, registration@eiopa.europa.eu, or
 - the Data Protection Officer at EIOPA by email (DPO@eiopa.europa.eu) or by letter:

EIOPA Data Protection Officer (Confidential)
Westhafen Tower, Westhafenplatz 1
60327 Frankfurt am Main
Germany
23. All questions or complaints concerning the processing of your personal data can be addressed to EIOPA's Data Protection Officer (DPO@eiopa.europa.eu).
24. Alternatively, you can also have recourse at any time to the European Data Protection Supervisor (www.edps.europa.eu).