

## **PROTECTION OF YOUR PERSONAL DATA**

**Processing operation:** 3<sup>rd</sup> ELRC Workshop in Bulgaria

**Data Controller:** European Commission, Directorate General for Communications Networks, Content and Technology (DG CONNECT), Directorate G Data, Unit G.3 Accessibility, Multilingualism & Safer Internet, Head of Unit at CNECT-G3@ec.europa.eu.

**Data Processors:**

1. Deutsches Forschungszentrum für Künstliche Intelligenz GmbH (DFKI), Trippladerstrasse 122, 67663 Kaiserslautern, Germany
2. Evaluations and Language Resources Distribution Agency SAS, 9 rue des Cordelières, 75013 Paris, France
3. Athena Research & Innovation Centre in Information, Communication & Knowledge Technologies, Artimidos 6 & Epidavrou, 15125 Athens, Greece
4. SIA Tilde Ltd, Vienibas Gatve 75a, 1004 Riga, Latvia
5. Crosslang NV, Amerikagebouw, Kerkstraat 106, 9050 Gentbrugge, Belgium

**Record reference:** DPR-EC-01063

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## **1. Introduction**

The European Commission is committed to protecting your personal data and to respecting 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 the 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 both the Data Controller in charge with whom you may exercise your rights and the Data Protection Officer.

This privacy statement concerns the processing operation “3<sup>rd</sup> ELRC Workshop in Bulgaria” undertaken by Unit G.3 as presented below.

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

Purpose of the processing operation: Unit G.3 collects and further processes your personal data to provide you with information about the 3rd ELRC Workshop in Bulgaria (before, during and after) and to process your application for participation in that event.

Live web-streaming and audio-visual recording at the event of the speakers, organisers and participants, as well as photographs of the speakers and panoramic photographs of participants and organisers will be taken and published in the context of the event on the ELRC Website ([www.lr-coordination](http://www.lr-coordination)), on the ELRC intranet and on the internet, including ELRC social media channels.

The audience or non-speaker participants are not photographed individually or in groups. They may however appear on panoramic photographs of the whole event.

Participants that do not wish to be part of the above web-streaming and recording/publishing activities have the possibility to object to processing by indicating this when registering to the event. In the case of objections to recording, they have a chance to participate via YouTube. In the case of objections against filming, they will not be filmed. And in the case of objections against the mere publication, materials including records of them will not be published. In the case of web-streaming, participants are not filmed in any case.

During the event, participants will be asked to take part in polls or quizzes or to give ideas or questions to the organisers.

This information will be collected anonymously, and the processing of personal data is only to ensure that participants have answered once to the question posed and to recuperate the session should there be technical issues.

During a virtual conference, the organiser will record the speakers, including any question and answer sessions or panel discussions. You will be informed by an alert on your screen when the recording is taking place. The recording will be used for internal purposes only to enable accurate minute taking. Participants who object to the recording won't be able to attend the virtual conference but may follow it on YouTube (in case the event is streamed).

We contact you either on the basis of your specific request to be invited to one of our events, of previous contacts you had with ELRC or the European Commission.

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

### **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 3<sup>rd</sup> ELRC Workshop in Bulgaria (including web-streaming, photos, audio-visual recording, the use of video conferencing services) 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).

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The processing operations on personal data of the speakers for the 3<sup>rd</sup> ELRC Workshop in Bulgaria with whom a contract is concluded, are carried out in line with the contractual provisions. Consequently, that processing is necessary and lawful under **Article 5(1)(c) of Regulation (EU) 2018/1725** (processing is necessary for the **performance of a contract** to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract).

Your **consent (Article 5(1)(d) of Regulation (EU) 2018/1725)** is required for the following actions during the 3<sup>rd</sup> ELRC Workshop in Bulgaria:

- the sharing of the event participants list containing your name and affiliation with other participants and for inclusion in the workshop public report;
- the sharing of the event attendee list containing your name and affiliation among participants, in order to create working groups to continue the collaborate work launched during the event;
- the processing of your personal data for inviting you to future events Unit G.3 may organise;
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- the processing of your personal data to participate in online polls, sharing of questions or idea or quizzes during the event using the audience participation tool, Sli.do.
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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 or via e-mail.

Your consent for these services can be withdrawn at any time by contacting Unit G.3.

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

In order to carry out this processing operation, Unit G.3 collects the following categories of personal data:

- **Identity personal data:**

Data necessary for the organisation and management of the meeting, such as gender (needed for the right title)/name/surname, organisation type, your job title, organisation name, e-mail addresses, phone number, LinkedIn/Twitter and/or Facebook account,

- **Other personal data:**

Pictures, presentations, audio and video recording of speakers and participants, information about online or on-site attendance. Other personal data linked specifically to the conduct of online events includes: Participant identifiers; Conference Content (available to participants only at Conference duration); Participants' names list (available to participants only at Conference duration); Session identifier (determined by the system, only on anonymised reports); Date of session (determined by user decision, only on anonymised reports)].

The provision of personal data (title, full name, represented organisation, position, country as well as email address) is **mandatory** to attend this **ELRC event**. If you do not provide your personal data, you will not be able to attend.

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

Unit G.3 only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for the organisation and management of the 3rd ELRC Workshop in Bulgaria and follow-up actions..

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:

- Personal data related to the organisation and management of the 3rd ELRC Workshop in Bulgaria (this includes the information given during the registration, before, during or after the event) will be kept for **five years** after the event;
- Recordings from the web-streamed event will be kept for 5 years before being deleted;
- Personal data shared with Unit G.3 for future mailing purposes (e.g., for receiving newsletters or invitations to similar events) are processed in line with the Record of Processing DPR-EC-03928 (Management of subscriptions to receive information) and the specific privacy statement prepared by the organising Commission service;
- Selected service providers for organisational purposes (such as caterers, travel agents or event management organisations) are contractually bound to process personal data on behalf of and in line with the instructions of Unit G.3, keep confidential any data they process and protect it from unauthorised access, use and retention;
- When using third party IT services during an event, Unit G.3 keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for the duration of the conference and for an additional period of up to 5 years in an anonymised format (Conference identifier, start time and duration). The content of the video/audio conference (documents, links, files etc) will be deleted after the termination of the session.

#### **6. How do we protect and safeguard your personal data?**

All data in electronic format (e-mails, documents, uploaded batches of data etc.) are stored on the servers of the ELRC consortium partner organising the event , the operations of which abide by the [Commission Decision \(EU, Euratom\) 2017/46](#), of 10 January 2017, concerning the security of information systems used by 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 this processing operation.

The Commission's processors (contractors) are bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission. The processors have to put in place appropriate technical and organisational measures to ensure the level of security, required by the Commission.

#### **7. Who has access to your 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.

Furthermore, access to your personal data is also provided to the ELRC consortium staff and external event organisers on a "need-to-know" basis.

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

We may use third party IT tools to inform about and promote the event through widely used communication channels, including the social media.

You may be able to watch our videos, which may be also uploaded to one of our social media pages and follow links from our website to other relevant social media.

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 carefully 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.

## **Cookies**

The web service available for the online registration uses cookies in order to ensure communication between the client and the server. You can deactivate cookies at any time by configuring your web browser. For further information, please visit the Cookie documentation at <https://lr-coordination.eu/cookies/documentation>.

### **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.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) on grounds relating to your particular situation.

[The data controller should ensure that the data subjects can exercise their right to object to processing whenever possible by the organisers of the meeting/event. This is done when registering for the event through the completion of the registration form.

For those processing activities for which you have provided your consent, you can withdraw it at any time by notifying Unit G.3. 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 9 "Contact Information" 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 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:

European Commission, Directorate General for Communications Networks, Content and Technology (DG CONNECT), Directorate G Data, Unit G.3 Accessibility, Multilingualism & Safer Internet, Head of Unit at [CNECT-G3@ec.europa.eu](mailto:CNECT-G3@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.

**10. Where to find more detailed information?**

The European Commission's 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 has been included in the DPO's public register with the following Record reference: **DPR-EC-01063**.