



EUROPEAN COMMISSION

**PRIVACY STATEMENT FOR THE INTERNATIONAL PRODUCT SAFETY WEEK 2022
ORGANISED BY THE EUROPEAN COMMISSION**

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: *International Product Safety Week 2022*

Data Controller: *European Commission, Directorate-General for Justice and Consumers, Unit E4
Product Safety and Rapid Alert System*

1. RECORD REFERENCE: DPR-EC-01063

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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 privacy statement explains the reason for the processing of your personal data in the context of the International Product Safety Week (IPSW) 2022. 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 processing operation IPSW 2022 undertaken by the Directorate-General for Justice and Consumers, Unit E.4 – Product Safety and the Rapid Alert system of the European Commission, is presented below.

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

Purpose of the processing operation: the Directorate-General for Justice and Consumers collects and further processes your personal data to provide you with information about the event (before, during and after) and to process your application for participation in that event.

It includes, in particular, lists and mailing lists for contacts, invitations, reminder e-mails to all participants, travel and accommodation organisation, reports, photographs/pictures, presentations, audio and/or video recording of speakers and participants, news and publications.

The event will take place onsite in Brussels and will be **web streamed**. The Master of ceremony, the audience and speakers will be recorded/filmed/photographed.

Master of ceremony will be contacted by Tipik, and speakers will be contacted by DG JUST to obtain their explicit consent to have their image recorded, used for the creation of offline communication material and published online on communication channels, such as social media accounts and DG JUST event website. In the absence of consent, speakers have the possibility to remain unseen by not activating their video during the streaming.

A photograph will be at the European Commission premises to take pictures of the audience and speakers.

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 sending an e-mail to JUST-E4@ec.europa.eu.

When a video and/or audio conference is triggered by a Commission staff member to integrate external participants, this capacity implies the participant identification by the use of a set of parameters (mainly email address). These parameters are mandatory for the regular operation of the service and are deleted once the session is terminated.

During the video/audio conference, all participants are able to share content and the meeting organiser owns the capacity to locally record the conference. This action should be announced to the participants and are under the responsibility of the video/audio conference organiser along with intended use of the recording.

Your personal data will not be used for any automated decision-making 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 event (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, Articles 24 and 31 of the Charter of Fundamental Rights of the European Union, Articles 3(3) and 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) and Article 5(1)(d) of Regulation (EU) 2018/1725 because it is based on your explicit consent for non-compulsory personal data specified below.

The processing operations on personal data of the speakers for the event, 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 is required for:

- the sharing of the event participants list containing your name and affiliation with other participants e.g. for the purpose of future collaboration of certain participants;
- the processing of your personal data for inviting you to future events the data controller may organise;
- the processing of your personal data for managing your subscription to a newsletter of the data controller.
- Personal data collected during on-line web video conferencing events or meetings or the use of special tools during the meeting such as Sli.do will be deleted immediately after the event unless the meeting organiser is recording or collecting this information for further use.

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 on the online registration form.

Your consent for these services can be withdrawn at any time.

For withdrawing consent that you have provided in order to benefit from other services, please contact the controller of the event at JUST-E4@ec.europa.eu.

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

The following personal data will be processed:

- Title, first name, last name, nationality, 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.

- For speakers, their biographies and pictures are also collected. This information is **mandatory** for the purposes outlined above (except for Twitter and LinkedIn accounts which are based on your explicit prior consent or where differently stated).

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 event (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 event.
- Recordings from the web-streamed event will be kept for **3 years** before being deleted. More information is available in the Record of Processing DPR-EC-00306 (Web-streaming of Commission events).
- In case of audio-visual recording of the event, the recordings will be kept for **3 months** after the event before being deleted. More information is available in the Record of Processing DPR-EC-01937 (Audio-visual recording of meetings).
- 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 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 either on the servers of the European Commission or of its contractors. 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.

The Commission's contractors are bound by a specific contractual clause 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](#)).

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.

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. 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 represented in the event.

Where necessary, we may also share your information with service providers for the purposes of organising the event:

DG JUST’s contractor Tipik Communication Agency and its subcontractors Orange Clignotant and authorised staff involved in the organisation of the event and the follow-up communication activities and IPSW 2022 participants will have access to registered participants profiles on Uevent (see details below).

For the purpose of **broadcasting the video streamed and streaming online plenary sessions and workshops, Webex**, third party tool under Tipik Communication Agency’s (contractor) responsibility, collects from Master of ceremony 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/the United States. For information on how Zoom uses cookies and how processes personal data, please see privacy policy at: <https://help.webex.com/en-us/article/nv2hm53/Webex-Security-and-Privacy>.

For the purpose of **Q&A, quizzes, and polls, Sli.do**, third party tool under Tipik Communication Agency’s (contractor) 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>.

For the purpose of **sending mailings** to speakers and participants, **DG JUST** collects the following personal data: title, first name, last name, organisation, work country, job position, (professional/personal) e-mail address. Moreover, it hosts the collected personal data on servers in the European Economic Area.

For the purpose of organising the travel and accommodations, a third party contractor (Uniglobe Travel) under Tipik Communication Agency (contractor)’s responsibility will collect the personal data of speakers: the first name, last name, email address, phone number and ID card/passport number.

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).

Cookies are stored by Europa Analytics, the corporate service which measures the effectiveness and efficiency of the European Commission's websites on EUROPA. More information is available in the Record of Processing DPR-EC-00685 (Europa Analytics).

Enabling these cookies is not strictly necessary for the website to work but it will provide you with a better browsing experience. You can delete or block these cookies, but if you do that, some features of the meeting/event website may not work as intended.

The cookie-related information is not used to identify data subjects personally and the pattern data is fully under the Commission's control. These cookies are not used for any purpose other than those described here.

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.

9. Third party IT tools, including Social Media

Please note that a third party (TIPIK) will be used to run the meeting.

When using third party IT services during a conference or event, the European Commission 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 following categories of personal data of the participants are collected:

- Participant identifier (mainly email address, but potentially some other parameters)
- 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)
- Duration of the session (determined by user decision, only on anonymised reports)
- Audio-visual recordings
- Photograph image (if available)

The main recipient of the personal data is the conference's organiser. The organiser, by service definition, is part of EC staff. The main organiser can take the decision of a local meeting recording, in such scenario a recording alert is shown to all participants.

We use third party IT tools to inform about and promote the event 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).

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 any third party IT tools carefully before using them (e.g. <https://www.youtube.com/intl/en-GB/about/policies/#community->

[guidelines](#)). 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.

You have consented to provide your personal data to the data controller for the present processing operation. You can withdraw your consent at any time by notifying the data controller by email at JUST-E4@ec.europa.eu. 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 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, Unit D.4 (JUST-E4@ec.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.

12. Where to find more detailed 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>.