



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: The Policy Forum on Development, online and in person meetings and events, 2023-2024 (PFD project)

Data Controller: European Commission, Directorate-General for International Partnerships (DG INTPA), Local Authorities, Civil Society Organisations and Foundations Unit G2 (INTPA.G2)

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 Policy Forum on Development, online and in person meetings and events, 2023-2024. 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 The Policy Forum on Development, online and in person meetings and events, 2023-2024, undertaken by the Directorate-General for International Partnerships, Local Authorities, Civil Society Organisations and Foundations Unit (hereafter referred to as INTPA.G2 and/or the Data Controller) of the European Commission, is presented below.

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

Purpose of the processing operation: INTPA.G2 collects and further processes your personal data to provide you with information about the Policy Forum on Development, online and in-person meetings and events, 2023-2024 (before, during and after) and to process your application for participation thereto. Furthermore, we process your personal data in order to facilitate your participation in the in-person event, as well as manage your travel and accommodation arrangements.

Live web-streaming and audio-visual recording of the speakers, organisers and participants, as well as photographs of the speakers and panoramic photographs of participants and organisers might be taken and published in the context of the Policy Forum on Development, online and in person meetings and events, 2023-2024 on the Capacity4Dev website and/or INTPA social media.

The audience or non-speaker participants may be photographed individually or in groups. They may also appear on panoramic photographs of the whole event/audience.

Participants that do not wish to have their individual photographs taken and published and/or to be recorded may opt out and are invited to implement the opt out solutions available during each meeting and throughout the entire duration of each meeting (such as wearing special lanyards or badges, or sitting in a dedicated area). In case, the participant decides to intervene (such as by asking questions) his/her voice will be recorded.

The Data Controller is processing your personal data under Regulation (EU) 2018/1725 for the purposes of the Policy Forum on Development, online and in person meetings and events, 2023-2024. If you decide to take photographs/audio-visual recordings of participants of Policy Forum on Development and/or publish them (incl. online) on your own initiative, you assume full responsibility for these actions. 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.

Other purposes of the processing of personal data include in particular the management of lists of participants' organisations and mailing-lists for providing information, sending invitations to future PFD events that the Data Controller may organise, organising follow-up working groups and events in order to continue the collaborate work launched during the event.

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 Policy Forum on Development, online and in person meetings and events, 2023-2024 (including web-streaming, photos, audio-visual recording, and travel arrangements) are necessary for the management and functioning of the Commission, as mandated by the Treaties.

Specifically, we process your personal data, because:

(i) 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 (**Article 5(1)(a)** of Regulation (EU) 2018/1725).

More specifically, Articles 4(4) and 208 of the Treaty on the Functioning of the European Union (TFEU) provide that the Union shall have competence to carry out activities and conduct a common policy in the area of development cooperation. Within the Commission, DG INTPA is in charge of the European development policy in the wider framework of international cooperation.

Furthermore, Article 15(1) TFEU foresees that in order to promote good governance and ensure the participation of civil society, the Union's institutions, bodies, offices and agencies shall conduct their work as openly as possible. Article 11(1) of the TEU stipulates that the institutions shall, by appropriate means, give citizens and representative associations the opportunity to make known and publicly exchange their views in all areas of Union action.

In addition, pursuant to Article 58(2)(d) of Regulation (EU, Euratom) 2018/1046, the coordination and promotion of awareness on development issues appropriations are implemented by virtue of tasks deriving from the Commission's institutional prerogatives in line with the DG INTPA's political priorities and DG INTPA's communication strategy. Therefore, and in line with Recital 11 of Regulation (EU) 2018/1046, the processing of personal data is necessary to comply with the openness, transparency, accessibility and visibility obligations laid down in above-mentioned Union law.

(ii) You, as the data subject, have given **consent** for the processing of your personal data for one or more specific purposes (**Article 5(1)(d)** of Regulation (EU) 2018/1725).

You have given your consent for:

- ☐ the collection and use of pictures and audio-visual recordings depicting your image/registering your voice and to their publication on Capacity4Dev and/or INTPA social media for communication and promotion purpose;
- ☐ your data being used for future mailing purposes, like receiving information or invitations to future PFD events that the Data Controller may organise or to participating to working groups;
- ☐ collecting data regarding your dietary requests and/or allergies and access requirements, for the purpose of facilitating your participation in the in-person event;

- ☐ the processing of your personal data for managing your travel and accommodation arrangements.

We have obtained your consent directly from you in the course of the registration to the Policy Forum on Development or by email. In compliance with Article 3(15) and Article 7 of Regulation (EU) 2018/1725, your consent must be freely given, specific, informed and unambiguous.

You can withdraw your consent at any time by contacting the data controller at: INTPA-G2@ec.europa.eu.

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

The following personal data will be processed:

- contact details (function/title, first name, family name, name of organisation, position/profession, city, country, e-mail address, telephone number);
- (optional) image and voice;
- (optional – for in person meetings only) nationality, passport or identity card number and its date of issue and expiry, airport of departure, arrival and departure date to and from Brussels, so that the you may obtain access to the premises where the event(s) is held and/or for visa and travel/accommodation facilitation purposes;
- (optional – for in person meetings only) dietary requests (if any) or specific access requirements.

‘Dietary requests’ and ‘access requirements’ are special categories of personal data in the meaning of Article 10 of Regulation (EU) 2018/1725. We process those special categories of personal data to the extent that you have given explicit consent to the processing of those personal data for the purpose of ensuring an adequate and effective participation in the activities of the event, when these activities involve food and beverage, except where Union Law provides that the prohibition may not be lifted by the data subject.

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 Policy Forum on Development (this includes the information given during the registration, before, during or after the event) will be deleted **five (5) years** after the last action in relation to the PFD event.
- ☐ For data on passport and ID numbers will be deleted **1 month** after the event in question.
- ☐ Sensitive personal data relating to dietary and/or access requirements will be deleted as soon as they are no longer necessary for the purpose for which they have been collected in the framework of the Policy Forum on Development but no later than within **1 month** after the end of the PFD event.

- Recordings from the web-streaming of the Policy Forum on Development 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).
- In case of audio-visual recording of the Policy Forum on Development, the recordings will be kept for **3 months** after the PFD event before being deleted. More information is available in the Record of Processing DPR-EC-01937 (Audio-visual recording of meetings).
- Personal data shared with the Directorate-General for Human Resources and Security of the European Commission for the participants to gain access to Commission buildings is kept for **6 months** after the termination of the link between the data subject and the Commission. More information is available in the Record of Processing DPR-EC-00655 (Commission Physical Access Control System (PACS)).
- Personal data shared with the controller 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-01063. You can request to be removed from the mailing list by writing to: INTPA-G2@ec.europa.eu.

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 on the servers of the European Commission and/or of its contractor CECOFORMA (acting as Data Processor). 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.

Where necessary, we may also share your information with external service providers for the purposes of organising the Policy Forum on Development. Data may be shared with the

Contractor, CECOFORMA, performing processing operations on behalf of DG INTPA for the purposes of the PFD on the basis of a contract or legal act, as well as with the travel agency(ies) – where necessary and provided by the data subject itself for travel/accommodation purposes. Personal data received with the registration is stored on CECOFORMA servers and used solely for logistic management, and/or statistic purpose. CECOFORMA uses appropriate technical and organisational measures to secure personal data against unintentional or intentional falsification, destruction, loss or access by unauthorised persons. Access to personal data is restricted to CECOFORMA staff who need to process the data for the above-mentioned purpose, and who will handle the information you provide in a proper and confidential manner.

Personal data of participants (pictures, video/voice recordings) might be published on the Capacity4dev website, and/or INTPA's social media accounts provided that participants they have given their consent to this publication. If personal data are published on a publicly available website (for instance, Europa), this means that they are accessible worldwide.

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).

We use essential cookies to provide our services in accordance with EU regulations. These cookies are necessary for our website to function properly and enable users to move around the website, access secure areas and use essential features of the website. These cookies do not store any personally identifiable information. Some essential cookies may be session-specific, meaning that once you close your browser, all session cookies are deleted. We may also use essential cookies to aid security and support fraud prevention. We may also use essential cookies to remember your selections, such as language, font size, and other display preferences, during your browsing sessions.

When you visit the website(s) of the Policy Forum on Development when you register, we will keep the visitor preferences cookies for a maximum of 6 months. This information will then be deleted.

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.

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, 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 sending an e-mail to the INTPA-G2@ec.europa.eu email address. 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 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: DG INTPA Unit G2 – Local Authorities, Civil Society Organisations and Foundations at: INTPA-G2@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.

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 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>.

This specific processing has been notified to the DPO with the following reference: DPR-EC-01063.