



EUROPEAN COMMISSION

## **PROTECTION OF YOUR PERSONAL DATA**

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

**Processing operation: Processing of personal data linked to the HERA conference 2023 (05/12/2023)**

**Data Controller:** European Commission, European Health Emergency Preparedness and Response Authority – HERA (hereinafter referred to as “HERA” or “Data Controller”).

**Record reference:** [DPR-EC-01063](#)

### **Table of Contents**

- 1. Introduction**
- 2. Why and how do we process your personal data?**
- 3. On what legal ground(s) do we process your personal data?**
- 4. Which personal data do we collect and further process?**
- 5. How long do we keep your personal data?**
- 6. How do we protect and safeguard your personal data?**
- 7. Who has access to your personal data and to whom is it disclosed?**
- 8. Third Party IT Tools during Video Conferencing**
- 9. Cookies**
- 10. Third party IT tools, including Social Media**
- 11. International transfers**
- 12. What are your rights and how can you exercise them?**

### 13. Contact information

### 14. Where to find more detailed information?

#### 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 data protection notice explains the reason for the processing of your personal data in the context of the HERA Conference 2023 taking place on 05 December 2023. 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 this processing operation, undertaken by the HERA of the European Commission, is presented below.

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

Purpose of the processing operation: HERA and Tipik Communication Agency S.A. collect and further processes your personal data to provide you with information about the event (before, during and after) and communication, to process your application for participation in that event and to assist you with any follow-up activities related to the HERA Conference 2023.

Live web-streaming and audio-visual recording of the speakers, organisers and participants will take place during the event, as well as photographs of the speakers and panoramic photographs of participants and organisers will be taken. During the conference, the organiser will be recording the speakers of the plenary sessions, including any question coming from the audience and question-and-answer sessions or panel discussions. The recordings and photographs may be used for creation of post-event material and published on web pages in relation with the event ([HERA2023conference.eu](#)), on the ec.europa website and social media (Twitter).

Webex is used as a video-conferencing tool only for the speakers, whereas participants will watch a livestream. Webex is approved by the European Data Protection Supervisor (EDPS) as a fully data compliant tool as visible here: <https://www.cisco.com/c/en/us/about/trust-center/gdpr.html#~tab-data-transfer>. Additionally, it is aligned with SCCs so the tool is fully compliant in terms of data retention. For more information, please consult: <https://trustportal.cisco.com/c/dam/r/ctp/docs/dataprotection/cisco-master-data-protection-agreement.pdf>.

During the event, participants will be asked to take part in polls or quizzes or to give ideas or ask questions to the organisers. Personal data will be collected through the polling tool Sli.do, which is covered by the Record no [DPR-EC-06687](#).

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. This information will be published in the context of the event at [HERA2023conference.eu](https://HERA2023conference.eu).

The data of speakers that come to the event physically will be used by a third-party contractor (Uniglobe Travel) for the purpose of organising their travel and accommodation.

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

HERA 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. For instance, if you decide to take photographs/audio-visual recordings of participants of the event and/or publish them online, you assume full responsibility for these actions.

### **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, the use of video conferencing services) are a part of the activities related to the HERA Conference 2023 and 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).

We process your personal data, because as the data subject, you have given consent to the processing of your personal data for one or more specific purposes. Your consent is required for the processing of your personal data for:

- Registering to and managing your subscription to this event;
- Organising travel and accommodation of speakers;
- Organising catering and access possibilities related to the conference;
- 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;
- The sharing of your name, surname, organisation type, organisation name, job position and description of your organisation and email address with other participants via the HERA conference website. Only registered participants approved by HERA will have access to this data;
- The sharing of the event attendees list containing your name and affiliation among participants;

- The publication of the picture and bio of speakers on the HERA conference website to promote the event;
- Processing of your personal data for inviting you to future events the data controller may organise;
- To share content from the conference (i.e. audio-video recording and photos) via communication channels (the HERA conference website ([HERA2023conference.eu](https://HERA2023conference.eu)), ec.europa website and social media (Twitter)).

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 boxes on the online registration form.

Your consent for these services can be withdrawn at any time by contacting the controller of the event at [HERA-2023-conference@ec.europa.eu](mailto:HERA-2023-conference@ec.europa.eu).

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

The following personal data will be processed:

- contact details (first name, last name, name of organisation, organisation type, job position, country, e-mail address, dietary and access requirements);
- Participants can voluntarily provide a description of their function/organisation;
- Selection of attendance time (AM, PM, full day) to allow for flexibility;
- The following categories of personal data of the participants may also be collected: Participant identifiers; Conference Content (available to participants only at Conference duration); Date of session (determined by user decision, only on anonymised reports), audio-visual recordings and photos taken during the event. In case of web streaming or recording, your photograph image is also considered as personal data;
- Speakers will be asked to provide a picture and a bio;
- Speakers will be all asked to indicate whether travel and accommodation arrangements are necessary and to provide their direct phone numbers for logistical reasons.

#### **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 **5 years** after the last action in relation to the event.
- ☐ The recordings of the web-streamed HERA conference 2023 will be retained **for 2 years**. 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 meeting or 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).
- ☐ 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-03928.1 and will be kept until the data subject unsubscribes from the mailing list. 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.
- ☐ When using third party IT services during a virtual 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 content of the video/audio conference (documents, links, files etc) will be deleted after the termination of the session.
- ☐ Personal data used to enable participants to connect to Sli.do during the event is kept for the time necessary to fulfil the purpose of collection or further processing, namely for the length of the on-line event. More information is available in the Record of Processing [DPR-EC-06687](#) (Sli.do - Audience Interaction Software).
- ☐ Dietary information will be deleted 1 month after the end of the conference.

## 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.

Personal data are not processed outside the EU/EEA.

For the purposes of organising the event, we will also share your personal data with service providers, Tipik Communication Agency S.A., 270 Avenue de Tervueren, 1150 Brussels, Belgium.

### **8. Third Party IT Tools during Video Conferencing**

Please note that as this is a hybrid meeting, a third party tool (Webex) will be used for potential remote speakers.

Please note that the Conference may be held using a third-party videoconference IT service such as Vimeo. This IT tools have their own cookies and privacy policies (available here: [https://vimeo.com/cookie\\_policy](https://vimeo.com/cookie_policy)).

By participating into the meeting or event via a videoconference IT tool, the participants consent to the processing of their personal data via the third-party tool as described in the related privacy policy.

When using third party IT services during a virtual 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 content of the video/audio conference (documents, links, files etc.) will be deleted after the termination of the session.

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.

Sli.do is a tool that allows for audience interactive participation during either online or live meetings or conferences. The audience can ask questions, respond to polls, take part in quizzes during a webinar or live event. The tool can be used with any of the European Commission's audio-conference tools for on-line events.

In order to reply to questions, event participants can scan a QR code or log into the Sli.do website and enter the conference code. The replies can be anonymous or linked to a person's name depending on the event. The processing of personal data is done to ensure that participants have been able to connect to the software and they are able to reply to the questions only once.

## 9. 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).

When you visit the website(s) of our event and when you register, we will keep your session log information for a maximum of 3 days. This information will then be deleted.

The cookie-related information is not used to identify data subjects personally. 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.

## 10. Third party IT tools, including Social Media

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).

If you give your consent on the current form, please note that the recordings of the event will be uploaded on the event website and may be uploaded on the ec.europa.eu webpages. Recording material may also be used for promotional purposes for Twitter social media (Record of Processing [DPR-EC-00073.1](#)).

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 Twitter carefully before using them. 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.

## **11. International transfers**

No international data transfers take place outside the EU/EEA, with the exception of the United Kingdom. In this case, the transfer of personal data is carried out on the basis of the Adequacy Decision published by the European Commission (C(2021) 4800).

The Commission's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition of the General Data Protection Regulation in the EU Member States ('GDPR' Regulation (EU) 2016/679).

Please note that pursuant to Article 3(13) of Regulation (EU) 2018/1725 public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The further processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

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.

## **12. 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 email to [HERA-2023-conference@ec.europa.eu](mailto:HERA-2023-conference@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 13 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 13 below) in your request.

### **13. 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 Health Emergency Preparedness and Response Authority (HERA), [HERA-2023-conference@ec.europa.eu](mailto:HERA-2023-conference@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.

### **14. 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: [https://commission.europa.eu/about-european-commission/service-standards-and-principles/transparency\\_en](https://commission.europa.eu/about-european-commission/service-standards-and-principles/transparency_en).