



EUROPEAN COMMISSION
Directorate-General For Education, Youth, Sport and Culture
Youth, Education and Erasmus+
Youth and Volunteer Solidarity

PRIVACY STATEMENT FOR THE MANAGEMENT OF MEETINGS AND EVENTS

Processing operation: DiscoverEU Meetup in Lyon on 16-17 and 18 July

Data Controller: European Commission
Directorate-General for Education, Youth, Sport and Culture (DG EAC)

Unit B.3 - Youth and Volunteer Solidarity

Record reference: DPR-EC-1063

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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 and purposes of the processing of your personal data in the context of the event in title, organised by the European Commission. 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 (cfr point 9) with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

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

Purpose of the processing operation: the European Commission collects and further processes your personal data to process your registration to this event, provide you with the relevant information about the event (before, during and after), and arrange your travels (if applicable) and accommodation to attend this event.

Registration to this event is done via an open call, but only DiscoverEU participants can be selected. The DiscoverEU application code might be requested so your status as a DiscoverEU traveller can be confirmed.

Your data will be collected through the registration online form managed by the service provider authorised by the Commission: Cecoforma.

When the purpose of making your travel and accommodation arrangements applies, your data, such as first name, last name, email address, nationality and country of residence, will be shared with the service provider Cecoforma as well as with sub-contractors, such as travel agency and hotels, based in your prior consent. The travel agency may further request the copy of you ID to proceed with the booking.

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

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 or meeting at a site or place indicated in the specific consent forms linked to this event.

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

Those who do not consent in having pictures or videos of them taken will use badges of different colours so they can be easily recognised. You can give your consent via a clear affirmative act Dby ticking the relevant box on the online registration form managed by the service provider authorised by the Commission: Cecoforma.

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 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. Further specific legal provisions may be provided in the consent forms to a specific event.

These processing operations are hence 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).

Your consent is required for the following actions during the event:

- the processing and further transfer of your data to the processor and sub-processors for the booking of your travels (if applicable) and accommodation.
- the processing of your data relating to the venue access requirements;
- the processing of your personal data relating to your dietary requirements;
- the processing and disclosure of your mobile phone number with other participants to create a Whatsapp group for activities being organised during the event;
- photos and audio-visual recordings depicting you in a identifiable way to be taken by the Commission and the authorised service provider Cecoforma and to be published in the Commission's communication platforms, such as its websites and social media accounts.

For these issues you may give 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 managed by the authorised service provider.

You can withdraw your consent for these services at any time by contacting the controller for this event (see Heading 9).

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

The following personal data will be processed in the context of the event:

- personal DiscoverEU application code;
- contact details (first name, last name, e-mail address, phone number);
- identity details (nationality, country of residence);
- dietary requirements;
- mobility or special needs (yes/no question, optional);
- pictures and audio-visual recordings depicting a person in an identifiable way;

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 this processing or further processing.

For each of the categories of personal data that may be 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 event (this includes the information given during the registration, before, during or after the event) will be kept for **five years** after the event.
- 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 event, but no later than within **1 month** after the end of the event.

- Photo's and video's for which consent was obtained through duly completed and signed Consent Form(s) for the event will be kept for **2 years**. Their publication in the channels identified in the Consent Form will follow the longevity of the content posted therein, unless consent was redrawn at an earlier stage.
- 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).

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** (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 the data controller, to keep confidential any data they process and to protect it from unauthorised access, use and retention.

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

All personal data in electronic format are stored on the servers of the European Commission and/or of its contractors until the end of their retention period. 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.

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 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.

If you register to this event your personal data will be shared with the authorised service provider authorised by the Commission to manage the organisation of the event. The service provider will use your personal data to process your registration to the event, provide you with the relevant information about the event, and arrange your travels and accommodation to attend the event.

The service provider used by the data controller is:

- **Cecoforma SA**

Rue Léon Frédéricq, 14
4020, Liège
Belgium

To arrange your travels and accommodation the service provider will share your personal data with the following sub-processors:

- **Travel agency:** Degen Travel Services
Boulevard d'Avroy, 32
4000, Liège
Belgium
- **Registration platform:** Idloom-events
Drève Richelle, 161
1410 Waterloo
Belgium
- **Badge supplier:** Badgeman printing
Veldenstraat, 14
2470 Retie
Belgium
- **Activity:** ExploraLyon
83 rue Chazière 69004 LYON
contact@exploralyon.com
- **Catering:** Centre de Congrès de Lyon | Eurexpo Lyon | Matmut Stadium | La Sucrière
50 Quai Charles de Gaulle, 69006 Lyon, France
laurent.cappelaere@gl-events.com
- **Accommodation:**
 - Apart City Hotel
Address : 125 rue Gilles Martinet – CS 10007 • 34077 Montpellier Cedex 3
Phone : +33 (0)4 67 27 17 26 • +33 (0)9 77 40 06 61
Email : contact@appartcity.com
 - B&B Lyon Caluire Cité Interna
Address : 148-150 Grande Rue de Saint Clair, 69300 Caluire-et-Cuire

Phone : Tel. 04 27 18 00 46

Email : bb_4587@hotelbb.com

- Ibis Lyon Caluire Cité Internationale

Address : 9 Avenue de Poumeyrol – 69300 CALUIRE ET CUIRE – France

Phone : T +33 (0)4 72 27 75 00

Email : H5234-FO@accor.com

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. 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).

The registration to the event is done through an online form named Idloom-events, which is managed by the authorised service provider Cecoforma. Please find its Data Processing Agreement here: <https://www.idloom.com/fr/dpa>

- **Registration platform:** Idloom-events

Drève Richelle, 161

1410 Waterloo

Belgium

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.

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.

The European Commission will ensure that the data subjects can exercise their right to object to processing whenever possible by the organisers of the event (for example, on the spot by indicating a non-web streamed seat if requested; or ex-post, by deleting a specific sequence from the online video/voice recording).

If you consented to provide your personal data to the data controller for several processing operations, mentioned under Heading 3, you will be able to withdraw that consent at any time by notifying the data controller. Withdrawal of your consent will not affect the lawfulness of the processing carried out before the withdrawal occurred.

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:

European Commission
Directorate-General for Education, Youth, Sport and Culture
Unit B.3 - Youth and Volunteer Solidarity

EAC-DISCOVER-EU@ec.europa.eu

- The Data Protection Coordinator (DPC) of DG EAC

You may contact the EAC DPC (EAC-DATA-PROTECTION@ec.europa.eu) with regard to issues related to the processing of your personal data by the Data Controller.

- 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 operation has been included in the DPO's public register with the following Record reference: **DPR-EC-1063**.