



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

Processing operation: *Organisation and management of meetings of the President's Youth Advisory Board and the preparatory meetings of the President's Youth Advisory Board*

Data Controller: *Directorate General for Education, Youth, Sport and Culture, Unit A.4 - Youth and Intergenerational Fairness (DPR-EC-01066)*

Record reference: *DPR-EC-00744*

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1. Introduction

The European Commission (hereafter ‘the 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 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.

This privacy statement explains the reason for the processing of your personal data, 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.

This privacy statement concerns the processing operation *Organisation and management of the President’s Youth Advisory Board and the preparatory meetings of the President’s Youth Advisory Board* undertaken by the European Commission, *Directorate-General for Education, Youth, Sport and Culture (DG EAC), Youth and Intergenerational Fairness (Unit A4)*, as presented below.

For the purpose of this privacy statement and the corresponding record, the term “expert groups” describes Commission expert groups in the sense of Article 2(1) of Commission Decision C(2016)3301 of 30 May 2016¹ and their sub-groups, as well as other similar entities in the sense of Article 2(2) of Commission Decision C(2016)3301 and their sub-groups.

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

Purpose of the processing operation: The European Commission collects and uses your personal information only for the organisation, preparation, management and follow-up of expert groups meetings. More specifically, this concerns the following processing activities:

- communication activities such as sending e-mails and invitations (this entails the management of contact lists for correspondence);
- exchange of meeting documents (notably through information sharing and circulation of documents via e-mail, the Advanced Gateway to EU Meetings (AGM) online system for meeting organisation (see Record of processing DPR-EC-01141 - Information system supporting the organisation of meetings or CIRCABC (see Record of Processing DPR-EC-01666 - CIRCA and CIRCABC – Global User Directory) and sharing of information with other Commission services to follow-up on the expert group meeting concerned;
- discussion among the participants in the expert group: the participants in the expert group need to know each other’s names and contact details, so that they can discuss topics on the agenda of the meetings and liaise in the preparation of opinions, recommendations or reports, before or after the meetings;
- organisational and administrative activities to ensure the participants’ access to Commission premises (see Record of Processing DPR-EC-00655 (Commission Physical Access Control System (PACS)));
- booking of travel and accommodation necessary to attend meetings in person;
- reimbursement of travel, subsistence costs or payment of special allowances in the sense of Article 21 of Commission decision C(2016) 3301 (see Record of Processing DPR-EC-00301 - Legal Entities and Bank Accounts);

¹ Commission Decision C(2016)3301 of 30 May 2016 establishing horizontal rules on the creation and operation of Commission expert groups.

- audio-visual recording of the meetings for the purpose of drafting minutes (see Records of Processing DPR-EC-01937 (Language Technologies and Speech Services) and DPR-EC-03266 (Audio and Audio -Visual Recording of meetings requested via the Commission's internal Room Booking system);
- if meeting is held virtually: for meetings held virtually, use of a webconferencing service, including recording of the meeting and use of the information exchanged in the chat function for the purpose of drafting minutes of the meeting (more information on the processing of personal data for technical and billing purposes is provided in the dedicated record of processing of the webconferencing service used, namely for Skype for Business DPR-EC-02548; for Teams DPR-EC-04966; for WebEx DPR-EC-05006);
- publication of minutes of meetings, including list of participants, in the [Register of Commission expert groups and other similar entities](#) ('the Register of expert groups') for reasons of transparency. The minutes and the list of participants include the names of individuals appointed as representatives of members either in a personal capacity who are due to act independently and in the public interest, or to represent a common interest shared by stakeholders in a particular policy area, as well as of individuals invited as experts to take part in the work of the group on ad hoc basis. The minutes may also include the positions of these individuals as expressed at the meeting. In the case of organisations, the names of their representatives may only be included in the minutes and published in the Register of expert groups subject to their prior freely given, specific, informed and unambiguous consent, in compliance with Article 3(15) and Article 7 of Regulation (EU) 2018/1725. Furthermore, in agreement with the competent Commission department, the expert group may, by simple majority of its members, decide that deliberations shall be public, in compliance with Article 13.6 of Commission Decision C(2016)3301 of 30 May 2016 establishing horizontal rules on the creation and operation of Commission expert groups.
- Exchanges between the participants, the Commission Representations in the Member States and Commission Delegations in candidate countries and potential candidates for accession to the Union to prepare the communication around the event, including supporting the creation and dissemination of communication content

Live web-streaming and audio-visual recording at the meeting of the speakers, organisers and participants, as well as photographs of the speakers and panoramic photographs of participants and organisers will be taken before, during and after the meeting and published in the context of the meeting at a site or place indicated in the specific consent forms linked to these meetings.

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

Live web-streaming of the meetings may be hosted by the European Youth Portal. Photos and audio-visual recordings of the meetings can be used in content published on the same Portal and on social media managed by the European Commission.

Participants that do not wish to be part of the above web-streaming and recording/publishing activities have the possibility to object to processing. The specific privacy statement will explain how data subjects can object to processing (e.g. by sitting in back rows which are not recorded/photographed, by wearing special badges, by attending the meeting in a separate room without web-streaming, etc.).

If during the virtual meeting, the organiser records the speakers, 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. Also, any information exchanged in the chat function may be used for the preparation of minutes.

Personal data may be stored in the Commission's document management system (for further information on the Commission's document management system please refer to the processing operation 'Management and (short- and medium-term) preservation of Commission documents', reference number: DPR-EC-00536).

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

3. On what legal ground(s) do we process your personal data

We process your personal data, because processing is necessary for the performance of a task carried out in the public interest (Article 5(1)(a) of Regulation (EU) No 2018/1725).

Expert groups play an important role in enabling the Commission to collect advice and views from a variety of key actors, such as Member States' authorities, private stakeholders, scientists and professionals. The Commission uses advice and expertise received as a basis for sound policy making and implementation.

The natural way for the Commission to obtain the opinion of the expert groups is in meetings. Furthermore, preparing minutes of the meetings of expert groups allows for the proper documentation of the work of the expert groups and also increases the transparency on expert groups and their work.

Processing of your personal data is also necessary to comply with a legal obligation to which the controller is subject (Article 5(1)(b) of Regulation (EU) No 2018/1725), namely Commission Decision C(2016)3301 of 30 May 2016 establishing horizontal rules on the creation and operation of Commission expert groups, and in particular its Articles 13, 20 and 26 and to comply with the Commission Decision C(2025)3967 of 25 June 2025 setting up the President's Youth Advisory Board.

The latter Commission Decision also constitutes the Union law on which the processing under Article 5(1)(a) and (b) of Regulation (EU) No 2018/1725 is based.

For specific processing activities the consent of the data subject is necessary. The names of the members and observers' representatives are not published in the Register of expert groups, as those persons only express the position of the organisation or entity that they represent, and, therefore, it is the name of the organisation, that matters to ensure transparency of the work of the expert group. The names of the representatives are however included in the minutes of the meetings only subject to their prior freely given, specific, informed and unambiguous consent, in compliance with Article 3(15) and Article 7 of Regulation (EU) No 2018/1725. In some cases, it may be necessary for participants in expert groups to have each other's names and contact details so that they can participate, prepare and follow-up on meetings, and in those cases such personal data will be shared based on the consent of the data subjects.

The submissions of members in the context of the work of expert groups and subgroups are generally made public, with personal data withheld where appropriate.

Your consent is required for the processing of your personal data relating to your dietary requirements and/or access requirements. 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 form by informing the controller for the expert group in question. You can withdraw your consent for these services at any time by contacting the controller for the expert group in question.

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

To carry out this processing operation the Data Controller and its authorised contractor may collect the following categories of personal data:

- Personal data necessary for organising and managing meetings such as name, organisation to which he/she belongs, professional contact details, such as phone and e-mail address;
- Personal data necessary for security (access control to Commission premises) such as ID card/Passport number and date of birth, name, surname, organisation the person belongs to;
- Personal data included in the minutes of meetings, such as names of meetings' participants and their positions expressed;
- Personal data necessary for establishing the attendance list and the minutes: signature, audio-visual recording of the meeting;
- Personal data processed for web-streaming of the meeting, including audio-visual recording of the meeting;
- Personal data necessary for booking travels and accommodation, such as ID number, date of birth, name, surname, country of residence and email address;
- Personal data necessary for reimbursements purposes such as name, means of transport, hotel accommodation and banking details;
- Personal data necessary for payment of travel and subsistence expenses, such as name and banking details;
- Personal data necessary for communication around the event, such as name, organisation to which you belong, role/title and professional contact details, such as phone and e-mail address;
- Personal data relating to your dietary requirements and/or access requirements, including information on mobility and special needs, insofar these don't represent special categories of personal data referred in art. 10 of Regulation 2018/1725 (yes/no question);
- Personal data collected during meetings held virtually;
- Data on professional experience and background, and pictures of the participants, which will be inserted in the briefing of the chair of the expert group;
- via a webconferencing service: personal data disclosed in the recording of the meeting, information exchanged in the chat function of meetings held virtually, as well as technical and connection data that make it possible to use the webconferencing service.

Except for the personal data relating to your dietary requirements and/or access requirements as well as publication of audio-visual content depicting you in an identifiable way, whose processing is based on your explicit consent, the provision of the above-mentioned personal data is mandatory to allow for the organisation of, and participation in the meeting, the access of participants to Commission premises and their reimbursement. If you do not provide these personal data, possible consequences are the impossibility to attend meetings, to book your travel and accommodation and/or to be reimbursed or paid.

We have obtained your personal data either directly from you, or via the organisation that you work for.

For physical meetings, the collected data will be shared with the contractor to allow them to contact members of the Board regarding travel arrangements and accommodation.

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, namely for a maximum of 5 years after closure of the group to which the personal data processed belongs. The documents related to the work of the expert groups are transferred to the Historical Archives for permanent preservation².

The 'administrative retention period' of five years is based on the retention policy of Commission documents and files (and the personal data contained in them), governed by the common Commission-level retention list for European Commission files (SEC(2022)400).

It is a regulatory document in the form of a retention schedule that establishes the retention periods for different types of Commission files. That list has been notified to the European Data Protection Supervisor.

The 'administrative retention period' is the period during which the Commission departments are required to keep a file depending on its usefulness for administrative purposes and the relevant statutory and legal obligations.

This information is without prejudice to different retention periods which may apply to personal data processed for the purpose of reimbursing travel and subsistence costs, payment of special allowances, ensuring the participant's access to Commission premises and technical processing for of a webconferencing service, in accordance with the dedicated processing operations notified to the DPO by the responsible Commission departments (Records of Processing DPR-EC-00655 (Commission Physical Access Control System (PACS)), DPR-EC-00301 - Legal Entities and Bank Accounts), DPR-EC-01141 - Information system supporting the organization of meetings, specific records of webconferencing services (for Skype for Business DPR-EC-02548; for Teams DPR-EC-04966; for WebEx DPR-EC-05006).

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 expert group meeting, but no later than within **1 month** after the end of the meeting.

Recordings from the web-streamed meeting will be kept for **2 years** after the meeting 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 meeting, the recordings will be kept for **3 months** after the meeting before being deleted. More information is available in the Record of Processing DPR-EC-03266 (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**

² For further information about the processing operations concerning the Historical Archives, please consult the Record of processing 'Management and long-term preservation of the European Commission's Archives', registered under reference number DPR-EC-00837.

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)).

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 ICF Next. All processing operations are carried out pursuant to the [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 authorised 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.

The following Commission staff have access to certain parts of the personal data:

- Authorised staff of the European Commission's Directorate-General for Human Resources and Security have access to the personal data necessary for providing access to European Commission premises;
- Authorised staff of the European Commission's Directorate-General for Budget and the Paymaster Office (PMO) have access to the personal data needed for reimbursement purposes and payment of travel and subsistence expenses;
- Authorised staff of the European Commission's Directorate-General for Interpretation (SCIC) as meeting room and equipment providers have access to the audio-visual recordings of the meetings;
- Authorised staff of other European Commission departments involved in the policy follow-up to a specific expert group meeting;
- Authorised staff of other European Commission departments involved in the communication around the event (including European Commission's Directorate-General for Communication and the Commission Representations in EU Member States);
- Authorised staff of Commission Delegations in candidate countries and potential candidates for accession to the Union involved in the communication around the event;
- The following service providers used by the data controller:

Contractor – Cecoforma (14, Rue Léon Frédéricq, 4020 Liège, Belgium).

Subcontractors – Degen Travel (Boulevard d'Avroy 32, 4000 Liège, Belgium), NH Brussels EU Berlaymont Hotel (Boulevard Charlemagne 11/19, 1000 Bruxelles) and Badgeman (Veldenstraat 14, 2470 Retie, Belgium).

Furthermore, professional contact details of representatives may be shared with other representatives of the same expert group if necessary for the organisation, preparation, management or follow-up of meetings.

The minutes of expert group meetings are made public on the Register of expert groups and in some cases contain personal data, as explained under Heading 2 of this privacy statement.

The controller will transfer your personal data to the observers of the group in a third country in accordance with Regulation (EU) 2018/1725. The list of observers will be available in the Register of Experts Group. The transfer will be based on the following ground. Since there is no adequacy decision by the European Commission for the respective third countries, we must rely on other mechanisms to ensure the lawful transfer of your data. In this case, we cannot rely on appropriate safeguards, such as standard contractual clauses. Therefore, the transfer will be made pursuant to one of the derogations provided for in art. 50(1)(d) of Regulation 2018/1725.

Please note that pursuant to Article 3(13) of Regulation (EU) 2018/1725, public authorities (e.g. Court of Auditors, EU Court of Justice, European Ombudsman) 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.

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).

The registration for the meeting takes place via a Commission website. The cookies employed by the Commission on the registrant's device for that purpose will be covered by the cookie policy of the Commission, which is available here: https://ec.europa.eu/info/cookies_en.

When you visit the website(s) of our meeting and when you register, we will keep the browser history of your visit for a maximum of 13 months. This information will then be deleted. The collection, aggregation and anonymising operations are performed in the data centre of the European Commission under adequate security measures.

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 at https://european-union.europa.eu/europa-analytics_en. 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 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.

Third party IT tools, including Social Media:

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

For registration at the meetings, the external contractor Cecoforma will use its own online platform Idloom-events. Cecoforma's procedures and hardware/software platforms are fully compliant with EU Regulations 2016/679 (GDPR) and 2018/1725. Please find its Data Processing Agreement here: <https://www.idloom.com/fr/dpa>.

Third IT tools (for example Microsoft Teams and Cisco Webex) will be used to host online meetings. 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.

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), as well as Articles 35 and 36 of Regulation (EU) 2018/1725, in particular the right to access your personal data and to rectify them in case your personal data is inaccurate or incomplete. Under certain conditions, 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.

Insofar the processing of your personal data is based on your consent (namely concerning dietary and access requirements, the publication or sharing of your personal data in certain cases), you can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

Finally, and only as regards the publication of your organisation on the Register of expert groups, you may submit a request to the competent Commission service for a derogation where

justified on compelling legitimate grounds in relation to your specific situation (such as the case where the publication of the name of your organisation on the Register of expert groups could endanger your security or integrity).

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.

Data subject requests shall be handled within one month from receipt of the request by the Commission. That period may be extended pursuant to 14(3) of Regulation (EU) 2018/1725. Should more time be required to handle the request for justified reasons, the data subject shall receive a holding reply from the de facto operational controller responsible for the 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 (DG EAC)
Unit A.4 - Youth and Intergenerational Fairness
EAC-YOUTH@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 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-00744.