

PROTECTION OF YOUR PERSONAL DATA

This Data Protection Notice (DPN) provides information about the processing and the protection of your personal data.

Processing operation: *Final workshop on “Strengthening research careers: a focus on competences, balanced talent circulation and intersectoral mobility”*

Data Controller: European Commission, Directorate-General for Research and Innovation (DG RTD)

Record reference: DPR-EC-001063

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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 Data Protection Notice (*DPN*) explains the reason for the processing of your personal data in the context of the *Final workshop on “Strengthening research careers: a focus on competences, balanced talent circulation and intersectoral mobility”*. 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 of the *Final workshop on “Strengthening research careers: a focus on competences, balanced talent circulation and intersectoral mobility”*, undertaken by the Directorate-General for Research and Innovation (*DG RTD*) of the European Commission, is presented below.

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

Purpose of the processing operation: the Controller collects and further processes your personal data to provide you with information about the *Final workshop on “Strengthening research careers: a focus on competences, balanced talent circulation and intersectoral mobility”* (before, during and after) and to process your application for participation in the *Final workshop on “Strengthening research careers: a focus on competences, balanced talent circulation and intersectoral mobility”*.

Audio-visual recording of the digital *Final workshop on “Strengthening research careers: a focus on competences, balanced talent circulation and intersectoral mobility”* will be taken for the purposes of creating the minutes of the event.

Participants that do not wish to be part of the above recording activities have the possibility to object to processing by closing their camera and or microphone.

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

The data controller shall not be held accountable for any processing of personal data that you might carry out on your own initiative during the event. For instance, if you decide to take photographs/audio-visual recordings of participants of the *Final workshop on “Strengthening research careers: a focus on competences, balanced talent circulation and intersectoral mobility”* 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 *Final workshop on “Strengthening research careers: a focus on competences, balanced talent circulation and intersectoral mobility”* (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 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*).

Your consent is required for:

- The sharing of the *Final workshop on “Strengthening research careers: a focus on competences, balanced talent circulation and intersectoral mobility”* participants list containing your name and affiliation with other participants for the purpose of future collaborations;
- The processing of your personal data for inviting you to future events the data controller may organise;

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(es) on the online registration form.

Your consent for any of these services can be withdrawn at any time by sending an email to the contact point of the Controller indicated in Heading 9.

4. Which personal data do we collect and further process?
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The following personal data will be processed:

- Identity (*function/title, first name, last name, name of organisation, city, country*);
- Contact details (*e-mail address, telephone number*).

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 *Final workshop on “Strengthening research careers: a focus on competences, balanced talent circulation and intersectoral mobility”* (*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 *Final workshop on “Strengthening research careers: a focus on competences, balanced talent circulation and intersectoral mobility”*;
- In case of audio-visual recording of the *Final workshop on “Strengthening research careers: a focus on competences, balanced talent circulation and intersectoral mobility”*, the recordings will be kept for **3 months** after the *Final workshop on “Strengthening research careers: a focus on competences, balanced talent circulation and intersectoral mobility”* 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*)

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 of its contractors if contractors are engaged to assist the controller in the organisation and management of this meeting/event*).

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 given processing operations.

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

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 service providers for the purposes of organising the *Final workshop on "Strengthening research careers: a focus on competences, balanced talent circulation and intersectoral mobility"*:

- Technopolis Group ;
- IDEA Consult NV

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 *Final workshop on "Strengthening research careers: a focus on competences, balanced talent circulation and intersectoral mobility"* takes place via the Contractors consortium member IDEA Consult NV. The cookies employed by IDEA Consult NV on the registrant's device for that purpose will be covered by the cookie policy of IDEA Consult NV, which is available here: <https://www.ideaconsult.be/en/privacy-policy>.

IDEA Consult NV's website uses cookies (cookies are short text files stored on a user's device (such as a computer, tablet or phone) by a website). Our cookies contain a cookie ID. Through the use of cookies, IDEA Consult NV can provide the users of this website with more user-friendly services that would not be possible without the cookie setting. By means of a cookie, the information and offers on our website can be optimized with the user in mind. Cookies allow us, as previously mentioned, to recognize our website users.

The data subject may, at any time, prevent the setting of cookies through our website by changing the settings of the Internet browser used, and may thus permanently deny the setting of cookies.

Furthermore, already set cookies may be deleted at any time via an Internet browser or other software programs. If the data subject deactivates the setting of cookies in the Internet browser used, some functions of our website may not be entirely usable.

When you visit the registration page of IDEA Consult NV website and when you register, IDEA Consult NV will keep the browser history of your visit for the time that is necessary. This information will afterwards be deleted.

Third party IT tools, including Social Media

We use third party IT tools for the teleconference, facilitation the discussion during the event and to inform about and promote the *Final workshop on “Strengthening research careers: a focus on competences, balanced talent circulation and intersectoral mobility”* 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 following third-party tools might be used for the organisation of the *Final workshop on “Strengthening research careers: a focus on competences, balanced talent circulation and intersectoral mobility”*:

- For the purpose of hosting web meetings, **Teams**, a third-party tool under contractor’s responsibility collects email, title, first name, last name, country, company and job, phone number, IP address, and browser-generated information (including device information, operating system, device type, cookies or other technologies used to analyse users’ activity). It hosts the collected personal data within the European Union. Teams privacy statement can be found at <https://docs.microsoft.com/en-us/microsoftteams/teams-privacy>.
- For the purpose of hosting web meetings, **WebEx**, third-party tool under contractor’s responsibility, collects data when the participant registers and use the Cisco WebEx service. It collects name, email address, password, public IP address, browser, phone number (optional), mailing address (optional), geographic region, avatar (optional), user information included in the customer’s active directory (if synched), Unique User ID (UUID). CISCO and the contractor have access to the data. It hosts the collected personal data within the European Union. Detailed information on CISCO WebEx’s data privacy policies is also available here: <https://trustportal.cisco.com/c/dam/r/ctp/docs/privacydatasheet/collaboration/cisco-webex-meetings-privacy-data-sheet.pdf>.
- **Conceptboard**, a third-party tool under the contractor’s responsibility might be used as part of events to collect live feedback and to facilitate visual collaboration between event attendees. Conceptboard processes use information on pages and files accessed, the date and time of access, data volumes transferred, notification of successful access, browser type and version, the user’s operating system, referrer URL (the previously visited page) and, as a general rule, IP addresses and the requesting provider. For users who chose to register, Conceptboard also collects a user’s name, password and an e-mail address (optional). It collects these data to provide contractual and services support, to provide online services and for security purposes. User data will not be stored for longer than 28 days. For more information on Conceptboard’s privacy policy, please refer to: <https://conceptboard.com/privacy/>
- **Mailjet**, a third-party tool under the contractors’ responsibility will be used for the purpose of sending emails to inform participants about the event, follow-up activities related to the topic of the event or meeting, feedback collection and specific, related communication activities such as monitoring and evaluation of an event or meeting. Mailjet will process the participants name and email address (mandatory). For more information on Mailjet’s privacy policy, please refer to: <https://www.mailjet.com/dpa/>
- For the purpose of collecting feedback and survey responses from participants before, during and after the event, **Mentimeter**, a third-party tool under contractor’s responsibility, collects data from the participants. What data is collected depends on how the participant interacts with Mentimeter. A participant will typically be a ‘visitor’ who

visits Mentimeter, attends webinars, participates in contests, surveys or in any other way interacts with Mentimeter. Mentimeter collects interaction information (how you use the services and your system activities), device information (IP address, browser settings, operative system and platform). Depending on how you engage with Mentimeter, it may collect non-mandatory contact information (name, email address), third-party information (may use third-party sites and third-party platforms as well as publicly available information to collect and add some information to the information provided in order to provide relevant communication for marketing purposes) and cookie information. For Mentimeter's privacy policy, please refer to <https://www.mentimeter.com/privacy>.

- For the purpose of collecting feedback and survey responses from participants before, during and after the event, **Slido**, a third-party tool under contractor's responsibility, collects data from the participants. For provision of these services Slido collects the minimum personal data necessary and does not use automated decision making or profiling techniques. This data includes participant profile data such as name, email address and company (optional). For Slido's privacy policy, please refer to <https://www.sli.do/terms#privacy-policy>
- **Zoom**, a third-party tool under contractor's responsibility, is used for the purpose of hosting the web meeting. It collects data when the participant registers and uses the videoconferencing tool. Zoom processes personal data on for the purposes of providing the services in accordance with the agreement with the customer. Type of personal data depends on the use of the services include: cloud recordings (optional) of video, audio, whiteboards, captions, presentations text file of meeting chats, meeting notification content and text message alerts (optional) covering name and contact of message recipient and any free text meeting details input by the user, meeting and webinar title, data and time, polls, chat logs, attendee information (screen name, join/leave time), registration details (optional) such as name and contact details of meeting or webinar registration invitee, questions and answers as well as survey information, chat messages and in-chat image sharing. For more information on Zoom's privacy policy, please consult: <https://zoom.us/docs/doc/Zoom GLOBAL DPA.pdf>.

We recommend that users read the relevant privacy policies of the 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.

International transfers

Your personal data **will not be transferred** to third countries or international organisations, with the exception of data collected by third-party tools Conceptboard, Mailjet, Mentimeter, Slido and Zoom:

- If Conceptboard transfers data to a third country, it does so in accordance with European law. It transfers data only to third countries with a recognised level of data protection, or on the basis of special guarantees, such as a contractual obligation through so-called standard protection clauses of the EU Commission, (Article 44 to 49 GDPR, information page of the EU Commission). For more information, please see: <https://conceptboard.com/privacy/>
- If Mailjet transfers data to third countries, it does so in accordance with EU law and puts in place the following safeguards: (1) Standard Contractual Clauses as per European Commission's Decision 2010/87/EU and, (2) additional safeguards with respect to security measures including data encryption and data minimisation principles. For more

information, please see: <https://www.mailjet.com/dpa/>

- Mentimeter might transfer your personal data to countries other than the one in which you live. Most transfers are made to processors within the United States, under the provisions of the Standard Contractual Clauses as adopted by the European Commission or any other appropriate safeguard such as the Binding Corporate Rules in order to ensure and provide for an adequate level of protection in relation to data privacy. Mentimeter does not sell personal data to processors. For more information, please see: <https://www.mentimeter.com/privacy>.
- Slido will only transfer data to third countries if there are sufficient controls in place to protect it (e.g., they may make the recipients promise they will protect your data in their contracts with them). For more information, please see: <https://www.sli.do/terms#privacy-policy>
- Zoom may transfer and process personal data to and in the United States and anywhere else in the world where Zoom, its affiliates, or its authorised subprocessors maintain data processing operations. Zoom shall ensure that such transfers are made in compliance with Applicable Data Protection Law and the global data processing addendum, which is available at: https://zoom.us/docs/doc/Zoom_GLOBAL_DPA.pdf.

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.

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 data will ensure that the data subjects can exercise their right to object to processing whenever possible by the organisers of the meeting/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*).

You have consented to provide your personal data to the data controller for the present processing operations. You can withdraw your consent at any time by notifying the data controller. 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 Contracted partner of the Controller European Commission, Directorate-General for Research and Innovation (DG RTD): Technopolis Group at nikos.maroulis@technopolis-group.com, Indicate the contract number: RTD/2020/SC/011 – LC-01595023 implementing framework contract 2018/RTD/A2/OP/PP-07001-2018 Lot 2 (FW-00069502).

- 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 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>.

These specific processing operations have been included in the DPO's public register with the following Record reference: DPR-EC-01063.