

# Privacy statement regarding the EIT Information Day for the 2018 Call for Proposals

## 1. Description of the online registration process for the EIT Information Day for the 2018 Call for Proposals

The registration process is done for the purpose of participating in the EIT Information Day for the 2018 Call for Proposals on 13 February in Brussels, Belgium. Your personal data as contained in the online registration system will be collected and processed as detailed below.

The processing of personal data is carried out in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data ('Data Protection Regulation of the European institutions').

The processing of data is the responsibility of the Head of Communications and Stakeholder Relations Unit of the European Institute of Innovation and Technology (EIT) in charge of the event acting as Data Controller.

## 2. What personal data do we process?

Within the context of the EIT Information Day, the following types of personal data are processed in relation to the participants (the Data Subjects):

- As part of the registration process, the following personal data are collected for all participants: Title, family name, first name; gender; nationality; contact details (postal address, email address, phone number); profession; organisation and position.

- For speakers at the event, the following additional data are collected and processed in the context of the event: data related to education and prior employment; personalised photo and video.
- In addition to the above, participants at the event may be given the opportunity to indicate individual requirements e.g. those pertaining to diet or mobility.
- Photographs/pictures, presentations, audio and video recording of speakers and participants and limited live web streaming of this public event will be taken.

### 3. What is the purpose of processing personal data?

The processing of the above personal data within the context of the EIT Information Day is necessary for the following purposes:

- To ensure the efficient organisation and management of the event, including the management of lists of contacts, invitations, reporting and follow-up activities.
- To allow for creating awareness and promoting the visibility of the event, particularly by means of news and publications.

### 4. Who has access to your information and to whom is it disclosed?

- Only well-defined users have access to personal data in relation to the organisation of the event. CECOFORMA, as an external contractor involved in the organisation of the event, is collecting the data on behalf of the EIT. Within the EIT, the data are processed by the staff responsible for the organisation of the event and for follow-up activities. In addition, access may be granted to bodies in charge of auditing, inspecting, monitoring or reviewing tasks in line with EU legislation.
- To facilitate future contacts, a more detailed contact list of participants, including the participants' email address, may be shared with all participants on the date of the event. Should you wish that your name or your contact details are not displayed on any of those lists, you have the possibility to object to (opt-out of) any such dissemination by sending a request to the EIT at the contact address in point 8.
- The collection of photographs/pictures, presentations, audio and video recordings will be coordinated by CECOFORMA acting as conference organiser. For visibility purposes, the photographs/pictures, presentations, audio and video recording and live streaming of the event will be reproduced in various media including EIT publications, the EIT website, social media networks, TV channels and the press, in connection with the event, or for further institutional purposes as well as for promotional activities of the EIT.

- Within the context of the event, the pictures and audio or video recordings of speakers, will be published with specific mention of the persons concerned.
- If you wish that your image or voice is not recorded and published, for compelling and legitimate grounds relating to your particular situation, please send a request to the EIT at the email address indicated under point 8., explicitly specifying your request. The organisers will accommodate your needs, if possible.

## 5. How do we protect and safeguard your information?

The collected personal data and all information related to the event are stored on the EIT's servers, in line with the EIT's security rules and standards. The external organiser of the event, acting as processor on behalf of the EIT, has to guarantee compliance with the requirements of the Data Protection Regulation of the European institutions.

## 6. How long do we keep your data?

- The contact details of participants will be part of the list of contact details of the EIT Shareholders Database for the purpose of contacting you in the future in the context of the EIT's activities. The relevant data will be kept for a maximum of five years. If you wish to object to the inclusion of your contact details in the EIT Shareholders Database, please send a request to the EIT at the contact address in point 8.
- Reports on the event, including a list of participants, will be kept for audit purposes for a period of five years after the EIT Information Day budget is discharged in accordance with the EU Financial Regulation<sup>1</sup> and the EIT Financial Regulation.<sup>2</sup>
- The other personal data in relation to the event are kept as long as follow-up actions to the event are necessary in view of the purposes of the processing specified above. The relevant data will generally be deleted after one year from the last action in relation to the conference.
- After the above dates, data relating to the event required for statistical purposes should be kept in an anonymous form.

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<sup>1</sup> Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EU, Euratom) No 1605/2002, as amended by Regulation (EU, Euratom) No 547/2014 of the European Parliament and of the Council of 15 May 2014 and by Regulation (EU, Euratom) No 2015/1929 of the European Parliament and of the Council of 28 October 2015.

<sup>2</sup> Decision of the EIT Governing Board of 27 December 2013 on adopting the Financial Regulation of the European Institute for Innovation and Technology.

## 7. How can you verify, modify or delete your information?

Participants have the right to verify and to modify their personal data, including rectification or erasure. Participants may also request the blocking of their personal data. For these purposes, please send a specific request to the EIT at the email address in point 8.

As a general rule, requests are processed within 15 working days from the date of submission of the request. If the participant contests the accuracy of the data, upon request, the data is blocked immediately for the period of verification. Special attention is drawn to the consequences of a request for deletion, in which case any possibility to be able to contact you will be lost.

## 8. Contact information

If you have questions or requests concerning the processing of personal data, please contact the EIT at: [EIT-Communications@eit.europa.eu](mailto:EIT-Communications@eit.europa.eu).

Participants also have the right of recourse at any time to the Data Protection Officer of the EIT ([EIT-DPO@eit.europa.eu](mailto:EIT-DPO@eit.europa.eu)) and to the European Data Protection Supervisor ([EDPS@edps.europa.eu](mailto:EDPS@edps.europa.eu)) for matters relating to the processing of their personal data.

## 9. Legal basis of data processing

Regulation (EC) N° 294/2008 of the European Parliament and of the Council of 11 March 2008 establishing the European Institute of Innovation and Technology, as amended by Regulation (EU) N° 1292/2013 of the European Parliament and of the Council of 11 December 2013;

Decision N° 1312/2013/EU of the European Parliament and of the Council of 11 December 2013 on the Strategic Innovation Agenda of the European Institute of Innovation and Technology (EIT): the contribution of the EIT to a more innovative Europe.

In line with Article 5(a) of the Data Protection Regulation of the European Institutions, the processing of data is necessary for the performance of a task carried out by the EIT in the public interest on the basis of the Treaty on the Functioning of the European Union or other legal instruments adopted on the basis thereof.