

Record of processing activities regarding the online registration and participation in INNOVEIT 2019 event

Nr	Item	Description
1	Reference number	DPO-23
2	Name of the data controller, the data protection officer and processor, if applicable and contact details	<p>The data controller is the Director of the EIT.</p> <p>Contact e-mail: EIT-Conference@eit.europa.eu</p> <p>The Data Protection Officer of EIT is Ms. Nora Tosics.</p> <p>Contact e-mail: EIT-DPO@eit.europa.eu</p>
3	Purposes of the processing	<ul style="list-style-type: none"> - To register people to INNOVEIT 2019; - To ensure the efficient organisation and management of the event, including the management of participation list, 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	Categories of data subjects	The data subjects are the registered participants of INNOVEIT 2019.
5	Categories of the personal data processed	<p>Within the context of INNOVEIT, the following types of personal data are processed in relation to the data subjects:</p> <ul style="list-style-type: none"> - As part of the registration process the following personal data are collected for <u>all participants</u>: title, family name, first name, country of residence, contact details (e-mail address), affiliation, organisation and position;

		<ul style="list-style-type: none"> - For <u>Speakers, EIT Awards Nominees and EIT Awards Jury members</u>, the following additional data are collected and processed in the context of the event: photo and short biography, phone number, details of the travel document (ID/passport) including full name, date of birth, ID/passport number, ID/passport expiration date, issuing country and date of the issue for the purpose of the travel assistance by the EIT; - For <u>the other participants covered by the EIT</u> details of the travel document (ID/passport) including full name, date of birth, ID/passport number, ID/passport expiration date, issuing country and date of the issue are collected and processed for the purpose of the travel assistance by the EIT; - In addition to the above, participants at the event may be given the opportunity to indicate individual requirements e.g. those pertaining to diet, mobility and attendance at specific events during INNOVEIT; - The participants list with the contact details of the INNOVEIT's attendees will be shared among all the participants before the event in order to facilitate future contacts: if the data subject wishes that his/her contact details appear on the list, he/she should tick the appropriate box during the online registration; - Photographs/pictures, audio and video recording of speakers and participants will be taken and disseminated by means of live web streaming of this public event, as well as by means of various other media in case the participant explicitly gave his/her permission during the online registration. The photos/pictures may be used for the preparation of brochures or leaflets, reports or other publications of the EIT. In case the participant does not give consent, he/she will be given a badge with a special sign on it and will be provided with the special area where no pictures/videos are taken.
6	Categories of data recipients	<p>Within the EIT:</p> <p>For the purposes indicated above, access to personal data is provided to the EIT staff responsible for the organization of the event and for the follow-up activities.</p>

		<p>Within the Commission and other EU institutions/bodies/agencies:</p> <p>Access may also be provided for the fulfilment of their tasks to the Internal Audit Service of the Commission, the Court of Auditors (audit purposes), to the European Ombudsman, the European Data Protection Supervisor or the European Court of Justice and the General Court (in case of complaints or litigation).</p> <p>Third parties subject to the GDPR¹ and third parties not subject to the GDPR:</p> <p>CECOFORMA S.A., as an external contractor involved in the organisation of the event, is collecting the data on behalf of the EIT. The written framework contract between the European Commission’s Directorate General for Education and Culture (which is signed on behalf of the EIT as well) and CECOFORMA contains several provisions on the protection of personal data.</p> <p>The collection of photographs, 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.</p> <p>EWORX S.A. acts as an external contractor of the EIT responsible for the maintaining the online registration site. The personal data indicated above are collected, uploaded and stored on its servers based in Europe, consulted, transmitted to the EIT, used and finally erased at the end of the retention period. The written framework contract between the EIT and EWORX contains several provisions on the personal data protection.</p>
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¹ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

7	Time limit storage	<ul style="list-style-type: none"> - For <u>the rejected applications to participate in the event</u>, the retention period is 15 days after the INNOVEIT 2019 ends; - For <u>the contact details of the INNOVEIT’s participants who gave their consent to be included in the Stakeholder Database</u> the retention period is 4 years (see the separate privacy statement on the EIT website); - For <u>the contact details of the INNOVEIT’s participants who did not want to be included in the Stakeholder Database</u> the retention period is 2 years; - Reports of the event will be kept for audit purposes for a period of 5 years after the INNOVEIT budget is discharged in accordance with the EU Financial Regulation and the EIT Financial Regulation ; - After the above mentioned retention periods the data relating to the event required for scientific or historical research purposes, statistical purposes should be kept in an anonymous form.
8	If applicable, transfers of personal data to a third country or to international organization (if yes, the identification of that third country or international organization and the documentation of suitable safeguards)	No (Note: The servers of EWORX SA are located within the EU.)
10	General description of the technical and organisational security measures	<p>Organisational measures: access to personal data regarding online registration and participation in INNOVEIT 2019 is restricted to EIT staff responsible for the organisation of the event.</p> <p>Technical measures: hardcopy files are kept in the locked cupboards. Electronic data is stored on EIT network drive and is only accessible to the staff mentioned in the previous paragraph.</p> <p>Website security: INNOVEIT 2019 registration website uses Hyper Text Transfer Protocol Secure (HTTPS). This is the secure version of HTTP, the protocol over which data is sent between web browsers and websites. The “S” at the end of HTTPS stands for “Secure”. It means all communications between your browser and the website are encrypted. Due to the encryption</p>

		<p>process, information, such as personal data, is protected. Encryption guarantees the confidentiality of personal data, even if it is intercepted. Web browsers such as Internet Explorer, Edge, Firefox, Opera, Safari and Chrome, also display a padlock icon in the address bar to visually indicate that an HTTPS connection has been established.</p>
11	<p>For more information, including how to exercise rights to access, rectification, object and data portability (where applicable), see the privacy statement:</p>	<p>See privacy statement published on: https://eit.europa.eu/who-we-are/legal-framework/data-protection</p>