

CBE JU COMMUNICATORS NETWORK

DATA PROTECTION NOTICE

Processing operation: CBE JU communicators network

Data Controller: Circular-Bio-based Europe Joint Undertaking (CBE JU) Executive Director

Record reference: CBE DPO-1-13, privacy policy

TABLE OF CONTENTS

1. Introduction	2
2. Why and how do we process your personal data?	2
3. Which personal data do we collect and process?	2
4. Why do we process your personal data and under what legal basis?	3
5. Who is the data controller and other actors involved in the processing of your data?	3
6. How is cbe ju processing your personal data?	3
7. How do we protect and safeguard your information?	3
8. Who can access to your personal data and to whom is it disclosed?	3
9. How long do we keep your personal data?	4
10. What are your rights and how can you exercise them?	4
11. Contact information	4
12. Where to find more detailed information?	5

1. INTRODUCTION

The Circular Bio-based Europe Joint Undertaking (hereafter ‘the CBE JU’) is committed to protect your personal data and to respect your privacy. The CBE JU 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 the processing of your personal data in the context of CBE JU communicators network. 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.

2. WHY AND HOW DO WE PROCESS YOUR PERSONAL DATA?

Purpose of the processing operation based on explicit consent in line with Article 5 d) of Regulation 2018/1725:

The CBE JU collects and further processes your personal data to process your application for participation in the CBE JU communicators network, as well as use your personal details to share information among network members and invite you to network meetings.

The network’s meetings will be closed and restricted to its members and CBE JU staff. If agreed by network members, photographs and/or videos of participants and organisers will be taken and published in the context of the CBE JU external communication activities.

Participants who do not wish to be part of the above photography/video/publishing activities have the possibility to object sending an email to communication-network@cbe.europa.eu. These participants will be required to switch off their camera during online meetings or, in case of in-person meetings, remain in indicated areas of the meeting room/venue.

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

3. WHICH PERSONAL DATA DO WE COLLECT AND PROCESS?

The following personal data will be processed:

- First name(s)
- Last name(s)
- Job title
- Organisation name
- Project name
- Email address
- Audio-visual material

4. WHY DO WE PROCESS YOUR PERSONAL DATA AND UNDER WHAT LEGAL BASIS?

Explicit consent in line with Article 5 d) of Regulation 2018/1725.

5. WHO IS THE DATA CONTROLLER AND OTHER ACTORS INVOLVED IN THE PROCESSING OF YOUR DATA?

Controller: CBE JU, legally represented by Nicoló Giacomuzzi-Moore.

Processor(s) of personal data:

- CBE JU external service providers (contractors or subcontractors) under direct or framework service procurement contracts.
- EU Survey IT System.

6. HOW IS CBE JU PROCESSING YOUR PERSONAL DATA?

Please consult the [CBE JU legal notice](#) for further information.

7. HOW DO WE PROTECT AND SAFEGUARD YOUR INFORMATION?

- Staff dealing with this processing operation is designated on a need-to-know basis.
- Access control and technical measures such as physical locks and/or secure connections and firewalls.
- Obligation of confidentiality of the staff.
- Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the relevant personal data.
- Secure transfer of data.
- Appropriate training.
- Confidentiality of communications and privacy.
- Physical security of the premises.
- Computer systems strengthened.
- Secure communication channel between server and client.
- Back-ups, update and monitoring services as well as corrective and periodic maintenance.
- Once the procedure is closed, electronically stored data erased.
- Signature of absence of conflict of interest.

8. WHO CAN ACCESS TO YOUR PERSONAL DATA AND TO WHOM IS IT DISCLOSED?

The following might have access to your personal data:

- Data subject themselves.
- Other: Members of the CBE JU communicators network.
- Other: CBE JU staff responsible for carrying out this processing operation and to other authorised CBE JU staff according to the “need to know” principle.

9. 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 the CBE JU communicators network (this includes the information given during the registration and throughout the period where you are the network's member) will be deleted **five years** after the last action in relation to the network.
- The audio-visual recording of the CBE JU communicators network will be kept for **five years** after the last network's activities before being deleted.
- Selected service providers for organisational purposes (such IT platform owners supporting the network's work) are contractually bound to process personal data on behalf of and in line with the instructions of the data controller, keep confidential any data they process and protect it from unauthorised access, use and retention.

10. WHAT ARE YOUR RIGHTS AND HOW CAN YOU EXERCISE THEM?

You have the right of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. Under certain conditions, you have the right to ask that we delete your personal data or restrict its use. You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time. In addition, you have the right not to be subject to a decision based solely on automated processing of data, including profiling, if such decision has legal effect on him or her, except for certain situations, such as entering into a contract (as required by articles 14-16 & 24 of EU DPR Regulation).

Information on action taken on the data subject's request to exercise their rights shall be provided without undue delay and in any case within one month of receipt of the request. In case of complex or voluminous requests, this period may be extended by another two months, in which case the JU will inform the data subject.

In case data subjects wish to exercise their rights, they should send an email to the CBE JU Data Protection Officer at DPO@CBE.europa.eu.

How to withdraw your consent and the consequences of doing this

Data subjects have the right to withdraw their consent at any time by sending a written request to the above-mentioned email address. Please note that withdrawing your consent does not affect the lawfulness of any processing based on your consent before this consent is withdrawn.

Possible restrictions as laid down in Article 25 of the EU DPR Regulation can apply.

11. CONTACT INFORMATION

- The **CBE JU Data Protection Officer** at DPO@cbe.europa.eu

- The **CBE JU Communication team** at communication-network@cbe.europa.eu.

In addition, as a data subject, you have a right to recourse to the European Data Protection Supervisor (EDPS) at any time by e-mail to edps@edps.europa.eu or a letter to the EDPS postal address marked for the attention of the EDPS DPO:

European Data Protection Supervisor, Rue Wiertz 60, B-1047 Brussels, Belgium

For more information on the EDPS, please consult their website: <https://edps.europa.eu>.

12. WHERE TO FIND MORE DETAILED INFORMATION?

The CBE JU Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the CBE JU, which have been documented and notified to him. You may access the register via the following link: <https://www.cbe.europa.eu/personal-data-protection>.