

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: Event registration and organisation

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

Record reference: DPR-EC-00297.5, DPO-4-02

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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 Info Day 2024. 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 event registration and organisation, undertaken by CBE JU, is presented below.

WHY AND HOW DO WE PROCESS YOUR PERSONAL DATA?

Purpose of the processing operation: The CBE JU and EC collects and further processes your personal data to provide you with information about the CBE JU Info Day 2024 (before, during and after) and to process your application for participation in that the CBE JU Info Day 2024.

Speakers, organisers, and participants may appear in the live web-streaming and audio-visual recording of the CBE JU Info Day 2024. Photographs of the speakers and panoramic photographs of participants and organisers will be taken and published in the context of the CBE JU Info Day 2024 on the CBE JU website, as well as may be used in other CBE JU communication material.

The audience or non-speaker participants are not photographed individually or in groups. They may however appear on panoramic photographs of the whole event/audience.

Participants that do not wish to be part of the above web-streaming and recording/publishing activities have the possibility to object to processing by sitting in back rows which are not recorded/photographed, or by following the meeting in a separate room without web-streaming. Please inform us on this request sending an email to infoday@cbe.europa.eu.

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

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 CBE JU Info Day 2024 (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, the performance of a task carried out in the public interest and the data subject has given consent to the processing of his or her personal data for one or more specific purposes (articles 5.1 (a) and (d) of Regulation 2018/1725).

Specific legal basis: - Article 2 c) n) and o) of the Statutes annexed to Council Regulation (EU) No 560/2014 of 6 May 2014 establishing the CBE JU Joint Undertaking and 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 processing of your personal data relating to your dietary requirements and/or access requirements;
- the sharing of the CBE JU Info Day participants list containing your name and affiliation with other participants;
- the sharing of the meeting/event attendee list containing your name and affiliation among participants, in order to create working groups to continue the collaborate work launched during the meeting/event;
- the processing of your personal data for inviting you to future events the data controller may organise;
- the processing of your personal data for managing your subscription to a newsletter of the data controller.

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) in the online registration form.

Your consent for these services can be withdrawn at any time:

- for unsubscribing from the newsletter, please click on the unsubscribe button;
- for withdrawing consent that you have provided in order to benefit from other services, please contact the controller of the meeting/event at infoday@cbe.europa.eu.

WHICH PERSONAL DATA DO WE COLLECT AND FURTHER PROCESS?

The following personal data will be processed:

- contact details (function/title, first name, last name, name of organisation, country, e-mail address);
- nationality, passport or identity card number and its date of issue and expiry date may be collected, so that the data subjects may obtain access to the premises where the meeting/event is held;
- dietary requests (if any) or specific access requirements.

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 Info Day 2024 (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 event.
- 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 CBE JU Info Day 2024, but no later than within **1 month** after the end of the event.
- Recordings from the web-streamed CBE JU Info Day 2024 will be kept for **5 years** before being deleted.
- In case of audio-visual recording of the CBE JU Info Day 2024, the recordings will be kept for **5 years** after the event before being deleted.
- 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 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)).
- 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, DPO-4-03.
- Selected service providers for organisational purposes (such as caterers, travel agents or event management organisations) 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.

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 either on the servers of the European Commission or in the servers of CBE JU. 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.

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

In order to protect your personal data, the Commission and CBE JU have 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.

WHO HAS ACCESS TO YOUR PERSONAL DATA AND TO WHOM IS IT DISCLOSED?

Access to your personal data is provided to the Commission, and CBE JU staff responsible for carrying out this processing operation and to other authorised Commission and CBE JU staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

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 CBE JU Info Day 2024 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 event and when you register, we will keep the browser history of your visit for a maximum of 3 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 in the Record of Processing DPR-EC-00685 (Europa Analytics).

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/event 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 use third party IT tools to inform about and promote the CBE JU Info Day 2024 through widely used communication channels, including the social media. You can watch our videos, which we also upload on our website, LinkedIn, and Twitter accounts, as well as follow links from our website.

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 read the relevant privacy policies of the third party IT tools carefully before using them. 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.

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.

You have consented to provide your personal data to the data controller for the present processing operation. You can withdraw your consent at any time by notifying the data controller infoday@cbe.europa.eu. 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.

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, CBE JU at infoday@cbe.europa.eu.

- **The Data Protection Officers (DPO)**

You may contact the Data Protection Officer the European Commission (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

You may contact the Data Protection Officer of CBE JU (DPO@CBE.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.

WHERE TO FIND MORE DETAILED 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>.