



***IMPORTANT INFORMATION TO PARTICIPANTS***

**Protection of your personal data**

**PRIVACY STATEMENT**

**for the event**

**“Investing in people, by investing in higher education and skills in Africa”**

**Brussels, 25 October 2019**

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**1. Introduction**

This privacy statement explains the reason for the processing, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you may exercise in relation to your data (the right to access, rectify, block etc.).

The European institutions are committed to protecting and respecting your privacy. As this service/application collects and further processes personal data, Regulation (EU) 2018/1725<sup>1</sup>, of the European Parliament and of the Council of 23 October 2018 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, is applicable.

This privacy statement concerns personal data processing activities undertaken by Directorate – General for International Cooperation and Development (DG DEVCO), hereinafter referred as the operating DG.

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<sup>1</sup> [Regulation \(EU\) 2018/1725](#), OJ L 295, 21.11.2018, p. 39.

## **2. Why do we process your data?**

Purpose of the processing operation: DG DEVCO (referred to hereafter as Data Controller) collects and uses your personal information to ensure an adequate organization, follow-up, communication and promotion of the event “Investing in people, by investing in higher education and skills in Africa” co-organized by the operating DG together with the European Commission Directorate General for Education and Culture, the African Union Commission, German Academic Exchange Service (DAAD), The British Council, Nuffic and Campus France.

The purposes of the processing of personal data include in particular management of lists and mailings-lists for contacts, invitations, participants, reports, minutes, distribution of reports/minutes, feedback on reports, meeting follow-up, follow-up meetings, follow-up actions, photographs/pictures, presentations, live web streaming and/or audio and video recording of speakers and participants, news and publications.

Lawfulness of the processing operation:

Legal basis

The processing operations on personal data linked to the organization, management, follow – up and promotion of the event “Investing in people, by investing in higher education and skills in Africa” is necessary for the management and functioning of the Commission, as mandated by the Treaties, and more specifically Articles 5, 11 and 13 TEU and Articles 15, 244 - 250 TFEU. In addition, the processing is necessary as part of the European Commission’s obligation to provide information about EU-financed external action, according to Article 4(5) of Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union’s instruments for financing external action (OJ L 77, 15.3.2014, p. 95). Processing operations linked to pictures, photos, video/voice recordings take place based on the explicit consent of the data subject. The data subjects give their consent via a clear affirmative act: the online registration form, includes a ticking a box with a mandatory question (yes/no) about the consent.

Lawfulness

The processing operations on personal data for the organization, management and promotion of the event “Investing in people, by investing in higher education and skills in Africa” are necessary and lawful under the following article and recital of Regulation (EU) 2018/1725:

Article 5 (a): 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;

Article 5 (d): the data subject has given consent to the processing of his/her personal data.

Recital 22: processing of personal data for the performance of tasks carried out in the public interest by the Union institutions and bodies includes the processing of personal data necessary for the management and functioning of those institutions and bodies.

No restrictions under Article 25 of Regulation (EU) 2018/1725 apply.

## **3. Which data do we collect and process?**

Personal data collected and further processed for the purposes of the organisation and management of the event may include in particular:

- data necessary for the organisation and management of the meeting, such as gender (needed for the right title)/name/surname/profession/ postal and/or e-mail addresses/ phone number/fax number, dietary requirements, information on mobility, etc.
- identity/passport number/identity/passport expiration date/date of birth (for access control purpose by security guards to the Commission's premises – see [DPO-2638](#)<sup>2</sup>)
- information about the form of transport used and hotel, and banking information (for purpose of reimbursement of travel expenses/allowances – see [DPO-372](#)<sup>3</sup> and [DPO-300](#)<sup>4</sup>)
- pictures, presentations, live webstreaming and/or audio and video recording of speakers and participants. A special badge will be provided for to participants who prefer their images are not recorded.

Live web streaming, video recording and images of the speakers and the participants, as well as photographs of groups of participants and organizers could be taken and published in the context of the meeting. Participants that do not wish to be part of the above recording/publishing activities are given the possibility to opt-out. A special badge will be provided for to participants who prefer their images are not recorded.

The web service available for the online registration (DAAD LimeSurvey) did not set cookies. Information on the general cookies policy of the event page can be found here: <https://www.daad-brussels.eu/en/cookie-policy/>.

No data fields which fall under Article 10 of Regulation (EU) 2018/1725.

#### **4. How long do we keep your data?**

Your personal data is only kept for as long as follow-up actions to the meeting are necessary, considering the purpose(s) of the processing of personal data: the event and its related management.

All personal data will be deleted from databases **5 years after** the last action in relation to the event.

Reports containing personal data will be archived according to the Commission's legal framework.

#### **5. How do we protect your data?**

All data in electronic format (e-mails, documents, uploaded batches of data etc.) are stored either on the servers of the European Commission: the operations of which abide by the European Commission's security decision of 16 August 2006 [C(2006) 3602] concerning the security of information systems used by the European Commission.

The Commission's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016

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<sup>2</sup> <http://ec.europa.eu/dpo-register/detail/DPO-2638-4>

<sup>3</sup> <http://ec.europa.eu/dpo-register/detail/DPO-372-6>

<sup>4</sup> <http://ec.europa.eu/dpo-register/detail/DPO-300-9>

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)<sup>5</sup>.

#### **6. Who has access to your data and to whom is it disclosed?**

Your personal data necessary for the organisation and management of the meeting and for access control purpose by security guards to the Commission's premises (cf. Section 4 above) will be disclosed to :

- Authorised staff of the operating DG, Unit “Strategic Partnerships EU-ACP and EU-African Union” and external consultants/service providers bound by confidentiality clauses, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with Union legislation.
- Contractors performing processing operations on behalf of the operating DG for the purposes of under a contract or legal act.
- Authorised staff of the other co-organisers.
- Participants to the event.

The operating DG does not share personal data with third parties for direct marketing.

Personal data of participants to conferences and events - pictures, video/voice recordings - may be published or web streamed on the internet site of Europa (European Commission website ) and EuropeAid’s social media accounts. If you do not agree with this publication of your personal data, please inform the service responsible for the meeting using the contact information below and explicitly specifying your request. In these cases, and according to available resources, the organizer could offer participants who object to publication a position where their image would not be recorded. In case, however, the participant decides to intervene (by asking questions) his/her voice will be recorded. Clear indication and information to hosts will be provided for to correctly guide participants. If no resources are available, those participants can locally follow live meeting and debates at the web

For communication and educational purposes of interpreters, some recordings of webcasts could be used by the SCIC services. This processing is described in a specific record/legacy notification to the DPO 2810.

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.

#### **7. What are your rights and how can you exercise them?**

According to Regulation (EU) 2018/1725, you are entitled to access your personal data and rectify, block or delete it in case the data is inaccurate or incomplete. You can exercise your rights by using the contact information below, or in case of conflict the Data Protection Officer and if necessary the European Data Protection Supervisor using the contact information given at point 8.

#### **8. Contact information**

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<sup>5</sup> [Regulation \(EU\) 2016/679](#), OJ L 119, 4.5.2016, p. 1

If you have comments or questions or if you wish to exercise your rights please contact European Commission - Directorate General for International Cooperation and Development - Unit “Strategic Partnerships EU-ACP and EU-African Union”:

- Phone number: +32 2 29 99815
- E-mail address: [EUROPEAID-D3@ec.europa.eu](mailto:EUROPEAID-D3@ec.europa.eu)

Recourse: Complaints, in case of conflict, can be addressed to the [European Data Protection Supervisor](#)<sup>6</sup> via [edps@edps.europa.eu](mailto:edps@edps.europa.eu).

You can also contact the Data Protection Officer (DPO) of the Commission: [DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu).

### **9. Where to find more detailed information?**

The Commission Data Protection Officer publishes the register of all operations processing personal data. You can access the register on the following link : <http://ec.europa.eu/dpo-register>

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<sup>6</sup> <http://www.edps.europa.eu/EDPSWEB/>