

## 19-182-NO-ENIE: Emerald Network Biogeographical Seminar (AM, AZ, GE)

### Specific privacy statement

The personal data you provide for the purpose of your participation to the above-mentioned meeting, is processed in accordance with regulation (EU) No 2018/17251 of the European Parliament and of the Council of 23 October 2018.

The meeting and the associated processing operations are under the responsibility of CAS1, acting as data Controller, regarding the collection and processing of personal data.

#### 1. Purpose(s) of the processing

Your personal data is collected and further processed for the purposes of coordinating, organising and managing the meeting; this includes in particular:

- The creation of contact lists, the dispatch of invitation letters, the establishment of participants attendance lists, the creation of badges for access to the EEA premises, the drafting and publication of minutes and/or reports, news and action lists, the management and publication of feedback survey, the creation and management of mailing lists for future meetings, news and/or publications;
- The reimbursement of your travel and subsistence expenses;
- Photographs/pictures, presentations, live web-streaming and/or audio and video recording of speakers and participants including on internet/intranet in the context of the meeting and for communication and education purposes; in such cases, you may request to opt-out if you prefer your image is neither recorded nor published on any support.

#### 2. Recipients of the data processed

For the purposes detailed above, access to your personal data is given to the following persons, without prejudice to a possible transmission to the bodies in charge of monitoring or inspection tasks in accordance with European Union law:

- EEA staff responsible for the organisation and management of the meeting;
- The chairperson and the secretary of the meeting and the responsible EEA project manager(s);
- In order to keep the network of participants operational, a contact list of participants is shared between the attendees; likewise, the report/minutes of the meeting, including a presence list, is shared between the participants and distributed to all organisations represented in the meeting;
- EEA staff responsible for the reimbursement of your travel and subsistence expenses;

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<sup>1</sup> OJ L 295/39 of 21.11.2018.

Documents and material produced in relation to the meeting may also be disclosed to the public subject to the provisions contained in Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to documents.

No personal data is shared with third parties for direct marketing purposes.

### **3. Categories of data processed**

The only personal data collected and further processed is the information you provide in connection with your participation to the meeting. The information may relate to all or part of the following data: your title, name, professional contact details (e-mail address, telephone number(s) (direct and mobile), employer's name and address), bank account details, information pertaining to your reimbursement claim (e.g. means of transport, country of residence, accommodation invoice). For access to the EEA premises, you are required to show an identification document (passport or ID card).

### **4. Modalities for the processing operation**

Personal data is provided via an application form. Your personal data is processed manually when the EEA staff member(s) responsible for the meeting encode(s) the data in the EEA meeting system. Your personal data is then processed in an automated way for the management and administration of the meeting, e.g. for generating email communications, processing reimbursement, etc. For the purpose of the management and administration of the meeting, the responsible data controller maintains a filing system (on paper and electronic) in ad hoc files.

### **5. Right of access and rectification**

You have no direct access to the data stored. If you wish to verify, modify or delete any of your personal data, you should address your request in writing by email using the contact information specified in the invitation to the relevant meeting

Special attention is drawn to the consequences of a request for deletion, which will imply that any possibility to contact you will be lost.

### **6. Legal basis**

The processing of your personal data is necessary for the performance and support of the numerous tasks carried out by the EEA as mandated by Regulation (EC) No 401/2009 of 23 April 2009 on the EEA and Eionet, and in particular Article 2 thereof, and for the internal management and functioning of the EEA. In addition, it is necessary for compliance with the legal obligations stated in the financial rules applicable to the general budget of the European Union.

### **7. Data retention**

Your personal data is kept as long as necessary for the purposes of the organisation and management of the related meeting, as well as for any follow-up actions the meeting may entail. Your personal data, with the exception of those necessary for the reimbursement of your travel and accommodation expenses, will generally be deleted from databases 7 years after the last action in relation to the meeting.

For the purpose of the reimbursement of your travel and subsistence expenses, your personal data will be kept in the Agency's accounting system for a period of 7 years from the date on which the payment was processed, in accordance with the requirements set in the applicable financial rules. Only aggregated and anonymous personal data is processed and kept for statistical purposes after that date.

Photographs/pictures, presentations, live web-streaming and/or audio and video recording of speakers and participants including on internet/intranet in the context of the meeting and for

communication and education purposes will be kept for as long as the speakers and/or participants request the EEA to remove their personal data.]

**8. Right to appeal**

You are entitled to have recourse at any time to the European Data Protection Supervisor (<https://edps.europa.eu>; [edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation(EC) No 45/2001 have been infringed as a result of the processing of your personal data by the EEA.

You may also contact the EEA's Data protection Officer (DPO) in case of any difficulties relating to the processing of your data at the following email address: [DPO@eea.europa.eu](mailto:DPO@eea.europa.eu).