



EUROPEAN COMMISSION
Publications Office of the European Union

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: TED Events organised by the Publications Office of the European Union

**Data Controller: Publications Office of the European Union, unit D.1, Stakeholder Relations
and Outreach**

Record reference: DPR-EC-00491

Table of Contents

- 1. Introduction**
- 2. Why and how do we process your personal data?**
- 3. On what legal ground(s) do we process your personal data?**
- 4. Which personal data do we collect and further process?**
- 5. How long do we keep your personal data?**
- 6. How do we protect and safeguard your personal data?**
- 7. Who has access to your personal data and to whom is it disclosed?**
- 8. What are your rights and how can you exercise them?**
- 9. Contact information**
- 10. Where to find more detailed information?**

1. Introduction

The European Commission (hereafter 'the Commission') is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) 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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, 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 'TED events organised by the Publications Office' undertaken by Unit D.1, Stakeholder Relations and Outreach of the Publications Office of the European Union is presented below.

2. Why and how do we process your personal data?

Purpose of the processing operation: Unit D.1, Stakeholder Relations and Outreach of the Publications Office uses your personal information to invite you to meetings, information sessions, workshops or similar events (hereinafter 'meetings') with staff members of the European institutions, bodies and agencies, staff of the EU Member States' administrations as well as the general public.

The processing involves using your personal data to invite and/or register you for a meeting organised by the Publications Office and held either on the Publications Office's premises or in another location.

Under exceptional circumstances of public health threats, the processing may also involve the establishment of lists of participants to essential meetings of the Publications Office including external and internal staff.

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

3. On what legal ground(s) do we process your personal data

We process your personal data, because:

- 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;
- processing is necessary for compliance with a legal obligation to which the controller is subject.

Additional legal bases for the processing:

Treaty on European Union, Articles 5, 11 and 13; Treaty on the functioning of the European Union, Articles 15 and 244-250.

Mandate of the Publications Office, Decision 2009/496/EC, Euratom of the European Parliament, the Council, the Commission, the Court of Justice, the Court of Auditors, the

European Economic and Social Committee and the Committee of the Regions of 26 June 2009 on the organisation and operation of the Publications Office of the European Union.

4. Which personal data do we collect and further process?

In order to carry out this processing operation Unit D.1, Stakeholder Relations and Outreach, of the Publications Office may collect the following categories of personal data, which are necessary for the participation in the meeting:

- first name and last name
- function
- organisation
- professional e-mail address
- information for security purposes (personal number or identity/passport number; date of birth)
- information for reimbursement purposes, where applicable (information about the use of transport and accommodation; bank details)

In addition, we will record the event (audio and video) and may take photos and/or record further videos during the event.

5. How long do we keep your personal data?

Unit D.1, Stakeholder Relations and Outreach of the Publications Office only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for organising the meeting and any follow-up actions as necessary with regard to the purpose(s) of the meeting.

All personal data will be deleted from databases 1 year after the last action in relation to the meeting, with the exception of recordings from web-streamed meetings, photos and videos, which may be archived or kept permanently along with the final publication for historical archiving purposes.

In addition, personal data is maintained as part of a list of contact details shared internally among the European Commission services as long as the data subject is a contact person for the Publications Office. You can request at any time to be taken off such a contact list.

Lists of participants to essential meetings including external and internal staff established in order to monitor contacts for purposes of public health may have a specific retention period defined by the Commission's Secretariat-General.

6. The photos and/or videos taken during the event may be used for communication purposes on social media (see section 7 below), intranets of the European Commission or of other EU institutions, agencies and bodies and in specific publications such as proceedings of the event.**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 on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has 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.

7. Who has access to your personal data and to whom is it disclosed?

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

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. The Publications Office will not share personal data with third parties for the purpose of direct marketing.

Social media

We use social media to provide information about TED events through widely used and contemporary channels. For instance, you can watch videos which we upload on the *Publications Office of the European Union* YouTube page and follow links from our website to X (formerly Twitter), Facebook, Instagram and LinkedIn.

Cookies are not set by our display of X (formerly Twitter), Instagram, YouTube and LinkedIn buttons to connect to those services when our website pages are loaded on your computer (or other devices).

You can watch videos related to the event on our website. These will be played using YouTube's video player. If you click 'play' to watch a video, a YouTube cookie will be installed on your computer or device. If you do not click on any videos at all, no cookie will be installed.

The use of social media does not in any way imply endorsement of them or their privacy policies. In the event that one or more social media are unavailable, we cannot accept responsibility for lack of service.

We recommend you read the X (formerly Twitter), Facebook, Instagram, LinkedIn and YouTube privacy policies. These explain each company's policy of data collection and processing, their use of data, your rights and the ways in which you can protect your privacy when using these services.

Conference App

The Publications Office uses the conference app *Slido* for mobile devices. The app is designed to help registrants to participate in TED events by taking part in polls, sharing views and asking questions. Registrants are encouraged, but are under no obligation, to download or use the conference app. *Slido* does not require you to log in and can be used anonymously.

Web meeting platform

For the purpose of hosting web meetings, we will use the third-party tool 'Cisco WebEx'. When you register and connect to the TED-together event, Cisco WebEx collects your name, email address, password, IP address, browser, phone number (optional), mailing address (optional), geographic region, avatar (optional), user information included in the customer's active directory (if synched) and Unique User ID (UUID). Cisco WebEx has access to this data, which is hosted on servers within the European Union.

For detailed information about the use of Cisco WebEx by the European Commission, see the Record of Processing DPR-EC-05006 (Service de Web Conference (Webex)). Detailed

information on CISCO WebEx's data privacy policies is also available here:
<https://www.cisco.com/c/en/us/about/legal/privacy-full.html>.

8. 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, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

If you do not wish to be photographed or filmed during the event, please contact the Data Controller (see Heading 9 below) and inform them about it. The personnel of the Data Controller will try to place you in a location where you will not be taken in a photograph.

If after the event you wish that certain photos/videos of you are removed from any connected repository, or to be yourself removed from within a photo or video, including photos or videos already published on social media, please send your request to the Data Controller.

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.

In regard to lists of participants to essential meetings including external and internal staff established in order to monitor contacts for purposes of public health, restrictions to your rights as a data subject may be applied in accordance with Art. 25 of Regulation (EU) 2018/1725.

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.

9. 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, Unit D.1, Stakeholder Relations and Outreach of the Publications Office, OP-D1-SECRETARIAT@publications.europa.eu.

The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.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.

10. Where to find more detailed information?

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

This specific processing operation will be included in the DPO's public register with the following Record reference: **DPR-EC-00491**.