

Privacy statement regarding events (workshops, seminars, conferences, etc.) organised by the EUISS

Purpose

Processing of personal data is needed for the organisation and management of events, including management of lists for contacts, invitations, travel arrangements (including transportation and/or hotel accommodation), access to the event venue including security control (if applicable), follow-up meetings, follow-up actions, news and publications. Photo, video and audio recording may also be needed for creating awareness and distributing information on the event.

Data Controller

The Data Controller is the EUISS and specifically the Head of Administration and Personnel.

Legal Basis

The legal basis of the processing operation is the establishment of the EUISS.

Data categories

Data subjects are all individuals that register to an event organised by the EUISS.

The EUISS uses an online electronic registration system for event registrations. The data collected are: title, last name, first name, participant's organisation, participant's function, and e-mail address. The following data may also be collected if applicable: number of ID document, nationality, dietary preferences, loyalty card number and bank information.

Photographs, video and audio recording of speakers and participants of the event may be taken.

Recipients of the data

All personal data collected are processed only by designated EUISS staff members. Data may be shared with service providers and/or external contractors and organisers only for institutional purposes pertaining to the organisation of the event and provided they have in place comparable safeguards for the protection of privacy.

A list of participants (title, last name, first name, participant's organisation, participant's function) will be distributed to all participants on the date of the event. Should you wish that your personal data are not included in this list, you have the possibility to object (opt-out) by notifying the event coordinator.

Photographs, audio and video recordings of the event may be reproduced in various media including the EUISS website, EUISS publications, social networks, TV channels and the press, in connection with the event, or for further institutional purposes as well as for promotional activities of the EUISS. If you wish that your image or voice is not recorded and published, please contact the event coordinator who will accommodate your needs, if possible.

Right of access, rectification, blocking and erasure

Data subjects are informed of the following rights in line with Articles 13-17 of Regulation 45/2001:

Data subjects requesting to rectify, block or erase their data shall contact the Head of Administration and Personnel of the EUISS via the online form. You can also write to the EUISS data protection officer via the online contact form if there are any difficulties or questions regarding the processing.

Data subjects have also the right to have recourse at any time to the European Data Protection Supervisor: <https://edps.europa.eu>

Data retention policy

The EUISS will keep the following data only for internal reference and follow-up actions: title, last name, first name, participant's organisation, participant's function, and e-mail address.

The EUISS will erase all other data twelve months after the end of the event.