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|  | EUROPEAN COMMISSIONEuropean Climate, Infrastructure and Environment Executive Agency |

**Data Protection Notice & Authorisation for Using Personal Data for the**

**XXXXXXX**

**XXXXXX 2021**

1. DATA PROTECTION NOTICE (PRIVACY STATEMENT)

In accordance with Regulation (EU) 2018/1725 of 23 October 2018 on data protection (hereinafter the Regulation)[[1]](#footnote-1), the European Climate, Infrastructure and Environment Executive Agency (hereafter CINEA) collects your personal data only to the extent necessary to fulfil the precise purpose related to its tasks. The objective of this data protection notice is to inform you about the processing activities related to your personal data.

1. The **controller** is CINEA:

CINEA Head of Unit XX

Chaussée de Wavre 910

W910 XXX

BE – 1049 Brussels

Head of Unit XXX

Email: XXX@ec.europa.eu

The following entity is processing the personal data on behalf of CINEA: XXX (XXX@XXX) in order to provide you with information about the specific meeting or event (before, during and after) and to process your application for participation to the XXXX.

1. **The purpose** of this processing operation is to organise and manage the **XXXXX activities.** It covers:
* Registration of participants to online events in the framework of the **XXXX**, management of their participation online, and inclusion in participant lists;
* Management of applications for the XXX Awards (evaluation, selection, announcement, promotion and feedback);
* Management of applications for hosting Policy Conference sessions (evaluation, selection, announcement, promotion and feedback);
* Management of applications for the Networking Village (evaluation, selection, announcement, promotion and feedback);
* Management of submissions of XXX (assessment, selection, publication, promotion and feedback);
* Management of follow-up meetings and other related follow-up actions, such as the collection of feedback, the distribution of contact lists, invitations, news, reports, other publications and information material, and sending of emails informing on future activities related to XXX;
* Management of the XXXCommunity – for receiving further information related to the topic and activities of the XXX;
* Collection of event statistics.

 **The objective** of this data protection notice is to inform participants and speakers participating in the XXX about the processing activities related to their personal data3. The data subjects concerned by this notice are participants and speakers participating in the XXX. The categories of personal data collected and used for the processing operations are:

title, first name, last name, nationality, gender, year of birth, organisation, function, (professional/personal) e-mail address, phone number, Twitter and LinkedIn accounts (if any), pictures and videos of recorded events (see below for more details), and browser-generated information, cookies or other technologies used to analyse users’ activity related to theXXX event. Moreover, for speakers, Awards finalists, and experts, their biographies and CVs are also collected based on the information that they provide themselves. This information is **mandatory** for the purposes outlined above (except for phone number, Twitter and LinkedIn accounts, pictures and videos which are based on your explicit prior consent or where differently stated, e.g. XXX Community).

Please note that the events of the EU Sustainable Energy Week will be **web streamed** and only moderators, awards finalists, experts and speakers will be recorded/filmed/photographed. This data will be used for online and offline communication activities related to the XXX Week. Moderators, awards finalists, experts and speakers will be contacted by XXXX to obtain their explicit consent to have their image recorded, used for the creation of offline communication material and published online on communication channels, such as social media accounts Twitter, Facebook, LinkedIn and Instagram, image hosting sites and websites linked to the promotion of the XXX. In the absence of consent, moderators, awards finalists, experts and speakers have the possibility to remain unseen by not activating their video during the streaming.

1. **All recipients are on a "need to know" basis: The recipients** of your data will be authorised staff of CINEA ( as from 1 April 2021 onwards) and the European Commission in charge of the organisation of the event and the follow-up communication activities, authorised staff of XXX partner organisations[[2]](#footnote-2), CINEA’s contractor XXX (and its subcontractors, including XXXX), and bodies charged with monitoring, inspection tasks or proceedings in application of EU law (e.g. internal audit services, Court of Auditors, European Anti-fraud Office (OLAF), European Ombudsman, the European Court of Justice or the national judge as well as the lawyers and the agents of the parties in case of a legal procedure, the European Public Prosecutor’s Office or the European Data Protection supervisor ). XXX partner organisations and XXX participants will have access to registered participants profiles on the event platform (see details below).

**Third party tools used for the organisation of XXX**

For the purpose of **hosting and streaming online meeting rooms and plenary sessions** (Opening Ceremony, Awards Ceremony and Debate With Ambassadors), **GotoMeeting or GotoWebinar** (services provided by LogMeIn Inc), third party tool under XXX (contractor) responsibility, collects from sessions organisers, moderators, awards finalists, experts and speakers the following personal data: title, position, the first name, last name, email address, IP address, website data, geolocation, and browser-generated information, cookies, language settings, operating system used, unique device identifiers or other technologies used to analyse users’ activity. Moreover, it hosts the collected personal data on servers in Europe or outside the European Economic Area (data generated in the European Economic Area is not stored in the United States). For information on how GotoMeeting or GotoWebinar uses cookies and how it processes personal data, please see Logmeininc privacy policy at: <https://www.logmeininc.com/fr/legal/privacy/international>.

For the purpose of **Q&A, quizzes, and polls, Slido**, third party tool under CINEA (Data controller) responsibility, collects from sessions organisers, moderators, awards finalists, experts, speakers, participants, and media the following personal data: first name (optional), last name (optional), email (optional), company (optional); IP address, language, website data, geolocation, and browser-generated information (including device information, operating system, device type, system, cookies or other technologies used to analyse users’ activity). It hosts the collected personal data on servers in Europe (Ireland and Germany). For information on how **Slido** uses cookies and how **Slido** processes personal data, please consult this link: <https://www.sli.do/terms#gdpr>. **Slido** is available on the Register of the European Commission’s Data Protection Officer: <https://ec.europa.eu/dpo-register/detail/DPR-EC-06687>.

1. **You have the right** to access your personal data, the right to rectify any incorrect, inaccurate or incomplete personal data and where applicable, you have the right to request restriction or to object to processing, to request a copy or erasure of your personal data held by the data controller. Where processing is based on your consent, you have the right to withdraw your consent at any time without affecting the lawfulness of processing based on consent before its withdrawal. Your request to exercise one of the above rights will be dealt with without undue delay and within **one month**.

Your right to information, access, rectification, erasure, restriction or objection to processing, communication of a personal data breach or confidentiality of electronic communications may be restricted only under certain specific conditions as set out in the CINEA  **Restriction Decision[[3]](#footnote-3)** in accordance with Article 25 of Regulation (EU) 2018/1725.

1. **How does CINEA protect and safeguard your data?**

Within the Agency, personal data resides on the servers, which abide by strict security measures of the European Commission to protect the security and integrity of the relevant electronic assets. The Agency is bound by Commission Decision 2017/46 of 10/1/17 on the security of communications & information systems in the EC. The use of passwords to access data is protected by authentication system.

The personal data and all information collected are is also stored on the servers of the Processor, which is adhered to a code of conduct on Information Security and has secured data management systems

The list of subscribers or data related to the participants are neither public nor published and fall under a restricted access on a need to know basis unless there is an explicit consent given by the data subject concerned to disclose it publically.

1. **The legal basis** for the processing operations is Article 5(1)(a) of Regulation (EU) 2018/1725 because it is necessary for the performance of a task carried out in the public interest on the basis of the Treaties or other legal instruments adopted on the basis thereof[[4]](#footnote-4), and Article 5(1)(d) of Regulation (EU) 2018/1725 because it is based on your explicit consent for non-compulsory personal data specified below.
2. **Your data** will be kept for a maximum period of **twelve months** after the end of the conference. Data will be deleted at the end of this period. If you enrol to be part of the *XXX*, your data will be kept for **five years** after the end of the XXX programme and you can unsubscribe at any moment through a dedicated link present in all emails sent to you. Recorded and photographed data of you will be kept for five years after the end of the XXX. You can ask for the deletion of your data by sending us an email (XXX@XXX).
3. **Contact information**

If you have any queries concerning the processing of your personal data, you may address them to the controller mentioned above in Section 1 as from 1 by indicating *XXX data protection notice* in the subject.

You shall have the right of recourse to the competent Data Protection Officer (DPO) at CINEA CINEA-DPO@ec.europa.eu as well as at any time to the European Data Protection Supervisor (EDPS) at <https://edps.europa.eu>.

INDIVIDUAL AGREEMENT/CONSENTF By filling this form and clicking on the boxes below, you agree to be contacted via email and phone, by the Climate, Infrastructure and Environment Executive Agency (CINEA) and by contractors working on their behalf, to provide you with information and updates on your selected interest.

I have read the XXXX data protection notice and agree that my personal data are processed for the purposes described herein\*

Yes, I would like to be included in the …. mailing list to receive further information about the XXXX) \*

1. 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJEU L295/39, 21.11.2018). [↑](#footnote-ref-1)
2. xxxxpartner organisations are all the organisations that co-organise XXX (e.g. organisations who organise a session, a networking activity, an Energy Day, etc.) and strategic and media partners. [↑](#footnote-ref-2)
3. Decision of INEA Steering Committee (2020) 26 of 14/10/20 on internal rules concerning restrictions of certain rights of data subjects in relation to the processing of personal data in the framework of activities carried out by the Agency (OJEU L 45 on 9.2.2021, p. 80). [↑](#footnote-ref-3)
4. - Commission Implementing Decision (EU) 2021/173 of 12 February 2021 establishing the European Climate, Infrastructure and Environment Executive Agency, ./… and repealing Implementing Decisions 2013/801/EU ./…,, Commission Decision C(2021)947 of 12 February 2021 delegating powers to the European Climate, Infrastructure and Environment Executive Agency and Regulation (EU) No 1291/2013 of the European Parliament and of the Council of 11 December 2013 establishing Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020). [↑](#footnote-ref-4)