



PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: ELA live, hybrid and digital events, seminars, workshops, conferences, meetings, open/celebration/information days and visits

Data Controller: European Labour Authority, Cooperation Support Unit (ELA COP Unit), Capacity Building Sector

Record reference: DPR-ELA-2022-0023

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1. Introduction

The European Labour Authority (hereafter 'ELA') is committed to protect your personal data and to respect your privacy. ELA 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, in the context of National Liaison Officer's (NLO) events. It explains 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 "NLO events" undertaken by European Labour Authority, Cooperation Support Unit (ELA COP Unit), Capacity Building Sector, is presented below.

In this specific event, we are organising:

- *Event organised by the ELA and an external company – outside ELA premises*

- *Personal data are NOT published on a publicly available website.*

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

Purpose of the processing operation: Cooperation Support Unit (ELA COP Unit), Capacity Building Sector collects and further processes your personal data to provide you with information about the NLO events (before, during and after) and to process your application for participation in that event.

At the NLO event, photographs of the speakers and panoramic photographs of participants and organisers will be taken and published in the context of the event at ELA's website or/and ELA's social media.

The audience or non-speaker participants could appear in panoramic photographs of the whole event.

Participants that do not wish to be part of the above publishing activities have the possibility to object to processing by sending an e-mail to the organiser prior to the event.

Your personal data will not be used for any automated decision-making including profiling. For platforms and tools used to organise and manage digital events, the following records will apply:

- Webex platform: Service de Web Conference (Webex), European Commission Record - DPR-EC-05006

- Microsoft Teams: EC M365 environment, European Commission Record DPR-EC-04966
- Skype for business: Unified Communication and Collaboration (UCC), European Commission Record DPR-EC-02548
- Slido - Audience Interaction Software, European Commission Record DPR-EC-06687

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

We process your personal data, because, according to Article 5(1)(a) of Regulation (EU) 2018/1725, the 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.

The processing operations on personal data, linked to the organisation, management, follow-up and promotion of the NLO event (including *photos*) are necessary for the management and functioning of the European Labour Authority, as mandated by the Treaties and Regulation (EU) 2019/1149 of the European Parliament and of the Council of 20 June 2019 establishing a European Labour Authority and Regulation (EU) 2016/589 of the European Parliament and of the Council of 13 April 2016 on a European network of employment services (EURES), workers' access to mobility services and the further integration of labour markets, Article 11 of the Treaty on European Union and Article 15 of the Treaty on the Functioning of the European Union.

Your consent is required for:

- the processing of your personal data relating to your dietary requirements and/or access requirements;
- the sharing of the NLO event participants list containing your name and affiliation with other participants from the EU;
- the processing of your personal data for inviting you to future events the data controller may organise;
- Individual and/or groups photographs.

If you opt-in, you are giving us your explicit consent under Article 5(1)(d) of Regulation (EU) 2018/1725 to process your personal data for those specific purposes. You can give your consent via a clear affirmative act by ticking the box on the online registration form.

Your consent for these services can be withdrawn at any time by sending an email to the organiser.

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

In order to carry out this processing operation, Cooperation Support Unit (ELA COP Unit), Capacity Building Sector collects the following categories of personal data:

- Name, Surname, place/date of birth, nationality, address, title, organisational unit, name of organisation represented, office/mobile phone numbers, fax number, e-mail address (functional e-mail address of organisation recommended), identity document type/number, place/date of document issue, gender (needed for the right title). Minutes, reports, powerpoint presentations or relevant documentation used during meetings can be collected and shared with meeting participants.

- Information about the accommodation (hotel name and address) and flight (flight reference, company, destination, time of departure/arrival) of the participants may be collected in order to organise the transportation/reimbursement of the participants.
- Photographs/pictures of groups of participants and organizers could be taken and published in the context of the event and in the framework of the ELA activities.

The provision of personal data is not mandatory.

5. How long do we keep your personal data?

The Cooperation Support Unit (ELA COP Unit), Capacity Building Sector only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing.

For each of the categories of personal data that is processed, please find below the retention details and the reference to the relevant record of processing:

- All personal data related to the organisation and management of the NLO event (this includes the information given during the registration, before, during or after the event) will be deleted **two years** after the last action in relation to the NLO event.
- Sensitive personal data relating to dietary and/or access requirements will be deleted as soon as they are no longer necessary for the purpose for which they have been collected in the framework of the NLO event, but no later than within **1 month** after the last action where the data is needed is completed.
- In case of individual and/or group photographs of the NLO event, they will be kept for **2 years** after the NLO event before being deleted.
- Personal data shared with the controller for future mailing purposes (e.g. for receiving invitations to similar events) are processed in line with the Record "DPR-ELA-2022-0024 ELA Contact lists & network partners databases".
- Selected service providers for organisational purposes (such as caterers, travel agents or event management organisations) are contractually bound to process personal data on behalf of and in line with the instructions of the data controller, keep confidential any data they process and protect it from unauthorised access, use and retention.

6. 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 either on the servers of the European Labour Authority or of its contractors.

ELA's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of ELA, and by the confidentiality obligations deriving directly from the General Data Protection Regulation in the EU Member States ('GDPR' [Regulation \(EU\) 2016/679](#).)

In order to protect your personal data, ELA has put in place a number of technical and organisational measures in place. 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 ELA 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.

When explicitly agreed by you, some of your personal data (publications of minutes, reports, powerpoint presentations or relevant documentation used during meetings, name and affiliation of participants and /or speakers) will be published on a publicly available website or printed to illustrate communication material, photo albums, etc.

For hybrid NLO events, the privacy statements of the platforms and tools used to organise and manage the event, may apply.

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.

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, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) on grounds relating to your particular situation.

You have consented to provide your personal data to the Cooperation Support Unit (ELA COP Unit), Capacity Building Sector for the present processing operation. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

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.

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**, (capacity@ela.europa.eu).

- The Data Protection Officer (DPO) of ELA

You may contact the Data Protection Officer (data-protection@ela.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?

ELA Data Protection Officer (ELA DPO) publishes the register of all processing operations on personal data by ELA, which have been documented and notified to her. You may access the register via the following link: <https://www.ela.europa.eu/en/privacy-policy>

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-ELA-2022-0023: ELA live, hybrid and digital events, seminars, workshops, conferences, meetings, open/celebration/information days and visits.