



EUROPEAN COMMISSION

## **PROTECTION OF YOUR PERSONAL DATA**

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

**Processing operation:** *Public Procurement Data Space Communication actions*

**Data Controller:** European Commission, DG for Internal Market, Industry, Entrepreneurship and SMEs (DG GROW), Unit G.4

**Record reference:** [DPR-EC-01063](#)

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## 1. Introduction

The European 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 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.

This privacy statement explains the reason for the processing of your personal data in the context of **PPDS Events and Co-Creations Sessions**. 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 the operation of **PPDS Events and Co-creation sessions**, undertaken by the European Commission, DG for Internal Market, Industry, Entrepreneurship and SMEs (DG GROW), Unit G.4, is presented below.

The objective of these events is to **promote the PPDS and engage with stakeholders**.

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

Purpose of the processing operation: Unit G.4, GROW, collects and further processes your personal data to provide you with information about the **PPDS Events and Co-creation sessions** (before, during and after) that we organise under the Digital Europe Programme (DIGITAL) and to process your application for participation in **PPDS Events and Co-creation sessions** and to assist you with any follow-up activities related to one or more Digital Building Blocks.

Live web-streaming and audio-visual recording at **PPDS Events and Co-creation sessions** of the speakers, organisers, and participants, as well as photographs of the speakers and panoramic photographs of participants and organisers will be taken and published in the context of **PPDS Events and Co-creation sessions at the PPDS website**. If any recording is being published in a different media, participants will be previously informed.

The audience or non-speaker participants are not photographed individually or in groups. They may however appear on panoramic photographs of the whole event/audience.

Participants that do not wish to be part of the above web-streaming and recording/publishing activities have the possibility to object to processing by turning off their camera, muting themselves and not participating in the chat.

During **PPDS Events and Co-creation sessions**, participants will be asked to take part in polls or quizzes or to give ideas or ask questions to the organisers. Personal data will be collected through the polling tool Mentimeter, which complies with the EU General Data Protection Regulation (EU 2016/679)<sup>1</sup>, as

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<sup>1</sup> [Interactive presentation software - Mentimeter](#)

well as the European Commission data protection Regulation (EU) 2018/1725 for EU institutions, bodies and agencies entered into force on 11/12/2018 (repealing Regulation (EC) 45/2001)<sup>2</sup>.

This information will be collected anonymously and the processing of personal data is only to ensure that participants have answered once to the question posed and to recuperate the session should there be technical issues.

During virtual events, the organiser may be recording the speakers, including any question and answer sessions or panel discussions. You will be informed by an alert on your screen when the recording is taking place.

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

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

The processing operations on personal data, linked to the organisation, management, follow-up and promotion of the PPDS Events and Co-creation sessions (including web-streaming, photos, audio-visual recording, the use of video conferencing services) are a part of the Digital Building Blocks activity based on Regulation (EU) No 2021/694 and are necessary for the management and functioning of the Commission, as mandated by the Treaties. Those provisions are in particular Article 11 of the Treaty on European Union and Article 15 of the Treaty on the Functioning of the European Union. Consequently, those processing operations are lawful under Article 5(1)(a) of Regulation (EU) 2018/1725 (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).

specifically, the objective of all processing activities related to Teams is to support the management and the functioning of the European Commission, by adjusting the internal mechanisms and management systems to the new technological environment and advancements, by providing to EC Staff the necessary means and tools to perform their daily tasks and by organizing EC's operations according to the principles of sound financial management. Article 33.1 (a)(b) and (c) of the Regulation 2018/1046 that refers to the performance and principles of economy, efficiency and effectiveness is also applicable here. The use of Teams conferencing services are also in line with the EC's Digital Strategy 2018 for a modern and digital working environment, including unified communication with advanced video-conferencing.

The processing operations on personal data of the speakers for the **PPDS Events and Co-creation sessions** with whom a contract is concluded, are carried out in line with the contractual provisions. Consequently, that processing is necessary and lawful under Article 5(1)(c) of Regulation (EU) 2018/1725 (processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract).

Your consent is required for:

- Y the processing of your personal data relating to your dietary requirements and/or access requirements;

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<sup>2</sup> Register of the Data Protection Officer (DPO). Disposable at <https://ec.europa.eu/dpo-register/>

- Y providing you with information about the benefits of the PPDS, e.g. in the form of a newsletter;
- Y assisting you with any follow-up activities related to one or more PPDS events and co-creation sessions
- Y the processing of your personal data for inviting you to future events the data controller may organise;
- Y the processing of your personal data for managing your subscription to a newsletter of the data controller;
- Y the processing of your personal data to participate in online polls, sharing of questions or ideas or quizzes during the PPDS Events and Co-creation sessions using the audience participation tool, Mentimeter.

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(es) on the online registration form.

Your consent for these services can be withdrawn at any time:

- for unsubscribing from the newsletter, please click on the unsubscribe button in any of our newsletters.
- for withdrawing consent that you have provided in order to benefit from other services, please contact the controller of the PPDS Events and Co-creation sessions at [EC-PPDS@ec.europa.eu](mailto:EC-PPDS@ec.europa.eu).

<b>4. Which personal data do we collect and further process?</b>
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The following personal data will be processed:

- contact details (function/title, first name, last name, name of organisation, city, country, e - mail address, telephone number);
- dietary requests (if any) or specific access requirements.
- the following categories of personal data of the participants may be collected: Participant identifiers; Conference Content (available to participants only at Conference duration); Participants' names list (available to participants only at Conference duration); Session identifier (determined by the system, only on anonymised reports); Date of session (determined by user decision, only on anonymised reports)] and audio-visual recordings. In case of web streaming or recording, your photograph image is also considered as personal data. For video-conferencing we use Microsoft Teams (you can find more information on their processing of personal data in the relevant record [DPR-EC-04966](#)).
- expressed interest in one or more Digital Building Blocks;
- you can also voluntarily provide your phone number if you wish to be contacted via phone.

## 5. How long do we keep your personal data?

Unit G.4, GROW, 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:

- Personal data related to the organisation and management of **PPDS Events and Co-creation sessions** (this includes the information given during the registration, before, during or after the event) will be deleted **one year** after the last action in relation to this webinar, unless the data subject has provided consent for longer period (see below).  
In case of audio-visual recording of the **PPDS event or Co-creation session**, the recordings will be kept for **3 months** after the **PPDS event or Co-creation session** before being deleted to support the use and reuse of Digital Building Blocks by current and potential users.
- Personal data shared with the Directorate-General for Human Resources and Security of the European Commission for the participants to gain access to Commission buildings is kept for **6 months** after the termination of the link between the data subject and the Commission. More information is available in the Record of Processing [DPR-EC-00655](#) (Commission Physical Access Control System (PACS)).
- Personal data shared with the controller for future mailing purposes (e.g., for receiving newsletters or invitations to similar events) are processed in line with the Record of Processing [DPR-EC-03928](#) (Management of Subscriptions to Receive Information) and the specific privacy statement prepared by the organising Commission service. Data will be kept until the data subject unsubscribes from the mailing list.
- 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.
- When using third party IT services during a virtual conference or event, the European Commission keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for the duration of the conference and for an additional period of up to 5 years in an anonymised format (Conference identifier, start time and duration). You can find more information on the processing of personal data by **Microsoft Teams** in the respective Record of Processing [DPR-EC-04966](#) (Microsoft Teams). The content of the video/audio conference (documents, links, files etc) will be deleted after the termination of the session.
- Personal data used to enable participants to connect to Mentimeter during the **PPDS event or Co-creation session** is kept for the time necessary to fulfil the purpose of collection or further processing, namely for the length of the on-line event. More information is available in the – [Mentimeter's GDPR Transparency Statement](#)

## 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 on the servers of the European Commission or of its contractors NTT DATA. All processing operations are carried out pursuant to [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European

Commission. Stakeholders' lists and information are kept in NTT Data server, abiding by the Commission's data protection rules.

The Commission's processors (contractors) are bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission. The processors have to put in place appropriate technical and organisational measures to ensure the level of security, required by the 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 other authorised Commission staff (including intra-muros consultants) according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

#### **Third Party IT Tools during Video Conferencing**

Please note that as this is a virtual meeting, a third party IT service will be used to run the meeting.

When using third party IT services during a virtual conference or event, the European Commission keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for the duration of the conference and for an additional period of up to 5 years in an anonymised format (Conference identifier, start time and duration).

The content of the video/audio conference (documents, links, files etc.) will be deleted after the termination of the session.

The following categories of personal data of the participants are collected:

- Participant identifier (mainly email address, but potentially some other parameters)
- Conference Content (available to participants only at Conference duration)
- Participants' names list (available to participants only at Conference duration)
- Session identifier (determined by the system, only on anonymised reports)
- Date of session (determined by user decision, only on anonymised reports)
- Duration of the session (determined by user decision, only on anonymised reports)
- Audio-visual recordings
- Photograph image

The main recipient of the personal data is the conference's organiser who should identify the external participants. The organiser, by service definition, is part of EC staff. Participants are recipients as well of the contents during the duration of the session. The main organiser can take the decision of a local meeting recording, in such scenario a recording alert is shown to all participants.

Mentimeter is a tool that allows audience interactive participation during either on-line or live meetings or conferences. The audience can ask questions, respond to polls, take part in quizzes during a webinar or live event. The tool can be used with any of the Commission's audio-conference tools for on-line events.

In order to reply to questions, event participants can scan a QR code or log into the Sli.do website and enter the conference code. The replies can be anonymous or linked to a person's name depending on the event or meeting. The processing of personal data is to ensure that participants have been able to connect to the software and they are able to reply to the questions only once.

## Cookies

Cookies are short text files stored on a user's device (such as a computer, tablet or phone) by a website. Cookies are used for the technical functioning of a website (functional cookies) or for gathering statistics (analytical cookies).

The registration for the **PPDS events and Co-creation sessions** takes place via a European Commission tool EUSurvey (). The cookies employed by the Commission on the registrant's device for that purpose will be covered by the cookie policy of the Commission, which is available here: .

When you visit the website(s) of **PPDS events and Co-creation sessions** and when you register, we will keep the browser history of your visit for a maximum of 3 days. This information will then be deleted. The collection, aggregation and anonymising operations are performed in the data centre of the European Commission under adequate security measures.

Cookies are stored by Europa Analytics, the corporate service which measures the effectiveness and efficiency of the European Commission's websites within the Europa.eu domain. More information is available in the Record of Processing [DPR-EC-00083](#) (Processing of personal data on European Commission web sites (within the Europa.eu domain), including IP addresses, by visitors of the publicly available websites).

Enabling these cookies is not strictly necessary for the website to work but it will provide you with a better browsing experience. You can delete or block these cookies, but if you do that, some features of the meeting/event website may not work as intended.

The cookie-related information is not used to identify data subjects personally and the pattern data is fully under the Commission's control. These cookies are not used for any purpose other than those described here.

Should you wish to opt your personal data out of our anonymised, aggregated statistics, you can do so on our cookies page. In particular, you can control and/or delete those cookies as you wish.

## Third party IT tools, including Social Media

We use third party IT tools to inform about and promote the PPDS Events through widely used communication channels, including the social media. For detailed information about the use of social media by the European Commission, see the Record of Processing (Social Media Use by the European Commission).

In order to protect your privacy, our use of third party IT tools to connect to those services does not set cookies when our website pages are loaded on your computer (or other devices), nor are you immediately redirected to those social media or other websites. Only in the event that you click on a button or “play” on a video to watch it, a cookie of the social media company concerned will be installed on your device. If you do not click on any social media buttons or videos, no cookies will be installed on your device by third parties.

In order to view such third-party content on our websites, a message will alert you that you need to accept those third parties’ specific Terms and Conditions, including their cookie policies, over which the Commission has no control.

We recommend that users read the relevant privacy policies of Microsoft Teams (Record of Processing), carefully before using them. These explain each company’s policy of personal data collection and further processing, their use of data, users’ rights and the ways in which users can protect their privacy when using those services. More detailed information on the data processed by the third party IT tools may be found in the Annex A of this document.

The use of a third party IT tool does not in any way imply that the European Commission endorses them or their privacy policies. In the event that one or more third party IT tools are occasionally unavailable, we accept no responsibility for lack of service due to their downtime.

## **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) of Regulation (EU) 2018/1725 on grounds relating to your particular situation.

Participants that do not wish to be part of the above-mentioned web-streaming and recording/publishing activities have the possibility to object to processing by turning off their camera, muting themselves and not participating in the chat.

For those processing of personal data for which you have given consent (see Heading 3 above), you can withdraw your consent at any time by sending an email to [EC-PPDS@ec.europa.eu](mailto:EC-PPDS@ec.europa.eu). The withdrawal of your consent 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: European Commission, DG for Internal Market, Industry, Entrepreneurship and SMEs (DG GROW), Unit G.4 ([EC-PPDS@ec.europa.eu](mailto:EC-PPDS@ec.europa.eu)).

### **- The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto: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](mailto: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 European 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 has been included in the DPO's public register with the following Record reference: [DPR-EC-01063](#).

## ANNEX A: THIRD PARTY IT TOOLS

<p style="text-align: center;"><b>MICROSOFT TEAMS</b></p> <p>More information on the data processed for the operation of the service can be found in <a href="#">DPR-EC-04966</a></p>	
<b>CATEGORIES OF PERSONAL DATA PROCESSED</b>	<p><b>Identification data:</b> Commission username, email address and account status, user personal data (title, last name, first name), function-related data (DG, unit, office address and telephone number, city and country)</p> <p><b>Content data:</b> any content uploaded to the Office 365 platform by its users, such as documents, and multimedia (e.g. video recordings).</p> <p><b>Service generated data:</b> contains information related to the data subjects' usage of online services, most notably the user IP address, creation time, site URL and user email address</p> <p><b>Diagnostic data:</b> is related to the data subjects' usage of office client software</p>
<b>RETENTION PERIOD</b>	<p><b>Identification data:</b> for as long as the user account is active.</p> <p><b>Content data:</b> up to 180 days upon expiration/termination of the subscription</p> <p><b>Service generated data:</b> six months</p> <p><b>Diagnostic data:</b> up to five years</p>
<b>STORAGE LOCATION (including International data transfers)</b>	<p>All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored either on the servers of the European Commission's Data Centre or in Microsoft datacentres in the EU (linked to the Commission's Office 365 environment).</p> <p><b>Identification data:</b> This information is copied to all Office 365 data centres around the globe</p> <p><b>Service generated data:</b> not necessarily processed outside of the EU. Microsoft is authorised to transfer it to Microsoft Corp., located in the USA, and the network of sub-processors. This type of data contains information on the usage of the service. The</p>

	<p>data is aggregated before being transferred but may contain identifiable information</p> <p><b>Diagnostic data:</b> the EC collects Office Diagnostic Data about the client software for its own support purposes in a database hosted in the Commission's data centre</p>
<b>THIRD PARTY CONTRACTOR</b>	<p>Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland</p>