



## **PROTECTION OF YOUR PERSONAL DATA**

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

**Processing operation:** Registration and Digital Platform Supporting the events of the AFRICA-EUROPE Week

**Data Controller:** European Commission, Directorate-General for International Partnerships (DG INTPA) – Unit A.1 (hereinafter “DG INTPA” or “INTPA.A1”).

**Record reference:** DPR-EC-1063

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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 reasons 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.

This privacy statement concerns the processing of personal data by the Commission when managing the Digital Platform Supporting the Africa-Europe Week 2022 operated by the Commission, Directorate-General for International Partnerships (INTPA), Unit INTPA.A.1 and by the units responsible for dealing with processing activities related to the Africa-Europe Week in the competent Commission department or service, as presented below.

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

The purpose of the processing operation is to facilitate the operation and management of the registration for the digital platform supporting the Africa-Europe Week (Aventri platform and Swapcard). The Africa-Europe Week (AEW) is an initiative by DG INTPA, which will bring together a variety of state and non-state stakeholders to jointly debate the future of Europe-Africa relations.

Specifically, the collection and further processing of personal data is necessary for:

- facilitating registration procedure (Aventri platform) access to AEW platform (Swapcard)
- providing information to participants about the agenda (programme), speakers, push notifications on the planned events and to facilitate the participation to online activities organized within the framework of the AEW such as accessing the online cultural exhibitions and engaging in group chats with other participants.
- communication activities such as sending e-mails and invitations for AEW 2022 (this entails the management of contact lists for correspondence);
- audio and video recording of speakers, participants and organisers which will be live streamed, publicly available to anyone with a link to the stream. They will be published on the AEW platform (swapcard), INTPA website/intranet in the context of the activities organised within the framework of the Africa-Europe Week;
- statistical and analytical purposes; such as tracking geographic participation to the event

Participants that do not wish to be part of the above processing activities have the possibility to object to processing. Participants can object to the possibility of processing by sending an email to the data controller prior to the event, explicitly specifying your request.

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 event 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).

The data subject has given consent for the processing of his or her personal data for one or more specific purposes (Article 5(1)(d) of Regulation (EU) 2018/1725). For specific processing activities the consent of the data subject is necessary. In compliance with Article 3(15) and Article 7 of Regulation (EU) 2018/1725, the consent must be freely given, specific, informed and unambiguous. Your consent is necessary for:

- registration and access to the AEW platform;
- participating in the online activities of the Africa-Europe Week 2022 (e.g. submitting contributions on the AEW platform).
- Follow-up communication (e.g. thank you email, events platform closing notification and overall experience survey).

We have obtained your consent directly from you in the course of the registration to the AEW platform. Your consent for these services can be withdrawn at any time. To withdraw your consent, please contact the controller of the meeting/event at [INTPA-A1@ec.europa.eu](mailto:INTPA-A1@ec.europa.eu)

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

The following personal data will be collected during the registration process and the use of the AEW platform:

Date collected from speaker/moderators/organisers of the session and users of the AEW platform:

- First name
- Last name
- Title
- Organisation
- Position (optional)
- Gender (optional)
- Email address
- Country
- Phone number (only mandatory for speakers/moderators/organisers)

Depending on the circumstances and on your activity on the AEW platform, the Data Controller may collect and further process the following categories of data:

- Video recording, live streaming and images of the speakers/moderators/organisers.
- Content published by the registered user (registered users of the platform can in any case provide additional information, some of which may contain personal data):

- opinions and other contribution(s) submitted on the AEW platform through the chat function;
- engagement, reach and sentiment (e.g. “likes” of policy proposals, comments, or contributions of other participants).

The categories of data processed by the EU Login application (IAMS) are described in the record of DIGIT (DPR-EC-03187):

- For the purpose of this processing operation, contributions include any idea, comment, opinion, post submitted by the users of the AEW platform in the course of activities falling within the framework of the Africa-Europe Week 2022.

Due to the potential sensitivity of your data, you are invited to be vigilant when contributing on the AEW platform.

Please note that the Commission does not request that participants to the Africa Europe Week include (i) special categories of data under Article 10(1) of Regulation 2018/1725 (that is “personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”). However, due to the nature of the AEW, the contributions you submit via the AEW platform may address subjects and topics that directly or indirectly reveal information about your health, political, philosophical or religious convictions and beliefs, political affiliations, sex life or sexual orientation, racial or ethnic origin or even trade union membership. Any inclusion of these types of personal data is the responsibility of the participant.

In this case the processing is not prohibited, as your contributions are provided on a voluntary basis and your personal data is processed on the basis of your explicit consent and it is necessary for reasons of substantial public interest, on the basis of Union law (Section 3) which is proportionate to the aim pursued, respects the essence of the right to data protection and provides for suitable and specific measures to safeguard your fundamental rights and interests in line with Articles 10(2)(a) and (e) of the Regulation 2018/1725.

<b>5. How long do we keep your personal data?</b>
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The Data Controller 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 event (this includes the information given during the registration, before, during or after the event (post 18 February) will be deleted **1 (one) year** after the last action in relation to the event.
- Recordings from the web-streamed event will be kept for **two (2) years** before being deleted. More information is available in the Record of Processing DPR-EC-00306 (Web-streaming of Commission events).
- Personal data shared with the controller for future mailing purposes (e.g., notification before the online events platform will close, experience survey) are processed in line with the [Record of Processing](#) (DPR-EC-03928.1 on Management of subscriptions to receive information).

- Reports containing personal data will be archived according to the Commission's legal framework (Common Commission-Level Retention List (CRL) of the European Commission - Annex 1 to SEC(2019)900).

## **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 Commission or of its contractors in the EU. 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.

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.

The Commission's contractors are bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission, and by the confidentiality obligations deriving from the [Regulation \(EU\) 2016/679](#) of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation – 'GDPR').

## **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 according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The data is processed for the purpose of the operation of the platform and as well as for follow-up action that might be necessary for further processing purposes (e.g. to produce event reports, to undertake research on the number of participants, geographic participation, public opinion analysis and/archiving). That may include: registration data as outlined in section 4, online identifiers, sociodemographic data and all contributions submitted in the course of the Africa-Europe Week.

Where necessary, we may also share your information with service providers for the purposes of organizing the event with the Contractor, MCI BENELUX SA. The contractor is performing processing operations on behalf of DG INTPA. Personal data received for the management and follow-up of the events is stored on MCI BENELUX SA servers and used solely for logistic and optimal event management.

MCI BENELUX SA uses appropriate technical and organisational measures to secure personal data against unintentional or intentional falsification, destruction, loss or access by unauthorised persons. Access to personal data is restricted to Event Management of MCI BENELUX SA staff from Brussels who need to process the data for the above-mentioned purpose, and who will handle the information you provide in a proper and confidential manner.

Please note that pursuant to Article 3(13) of Regulation (EU) 2018/1725 public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The further processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing. 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. Third party IT tools, including Social Media**

We use third party IT tools to inform about and promote the event 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 DPR-EC-00073 (Social Media Use by the European Commission).

You can watch our videos on the AEW platform, which we also upload to our [EU international partnerships website](#) page and @eu\_partnerships social media accounts.

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 the online registration tool (the [Aventri platform](#)), online event platform [Swap Card](#), VC tool [Zoom](#) as well as [Twitter](#) and [Instagram](#) 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. The Swap Card platform facilitates innovative forms of interaction with chat options, one-on-one meetings and presentation booths and was therefore chosen as preferential. Only Aventri’s servers in Europe are used to transfer the data to Swap Card events platform. Zoom was chosen for accessibility, ability to seamlessly integrate it into the livestream of the AEW platform as well as the options for simultaneous interpretation.

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.

## **9. 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.

You have consented to provide your personal data to the data controller for some of the present processing operations mentioned above (see Section 3 above). You can withdraw your consent at any time by notifying the data controller via email to: [INTPA-A1@ec.europa.eu](mailto:INTPA-A1@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 Section 10 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 Section 11 below) in your request.

## 10. 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: [INTPA-A1@ec.europa.eu](mailto:INTPA-A1@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.

## 11. 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](#).