



EUROPEAN RESEARCH EXECUTIVE AGENCY (REA)

REA.D - Coordination and Corporate Services
D.1 - Planning, Knowledge and Compliance

Brussels
REA.D.1.001/SC

DATA PROTECTION NOTICE
REA HE INFRA – TRANSNATIONAL ACCESS TO RESEARCH INFRASTRUCTURES (TNA)
WORKSHOP , BRUXELLES - 30 JANUARY 2025

1. WHY DO WE COLLECT YOUR PERSONAL DATA?

REA collect and process your personal data necessary for the organisational aspects of the event/meeting organised on REA building or remotely: REA HE INFRA – Transnational Access to Research Infrastructures (TNA) Workshop, 2025.

REA organises the following types of events:

- * Project review meetings/checks;
- * Cluster events;
- * Thematic monitoring events;
- * Information days;
- * Workshops;
- * Policy feedback meetings with projects;
- * Project conferences;
- * Any other events related to the REA core business of grants management.

The purpose of this processing operation is: REA C4 collects and further processes your personal data to provide you with information about the event (before, during and after) and to process your application for participation in that event.

Audio-visual recording at the event 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 the event on the REA HE INFRA Webpage.

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 recording/publishing activities have the possibility to object to processing. The participants who object to processing are asked to inform the organiser prior to the event.

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

The specific features of this event are: the event will take place in presence; it will be recorded and published on REA HE INFRA website as working tool for applicants. Some pictures will be taken during the networking lunch and other social moments and can be published in posts on social media related to the REA HE INFRA – Transnational Access to Research Infrastructures (TNA) Workshop.

2. WHO IS RESPONSIBLE FOR THIS PROCESS?

The controller is the Research Executive Agency (REA) represented by its Director. The Head of Unit whose

unit organises a particular event is entrusted with collecting and processing of personal data in the capacity

of delegated controller. The delegated controller is the Head of REA Unit C4 and it may be contacted via

the functional mailbox: REA-HE-INFRA@ec.europa.eu.

3. WHAT IS THE LEGAL BASIS TO COLLECT YOUR DATA?

* Council Regulation (EC) No 58/2003 laying down the statute for executive agencies.

* Commission Implementing Decision 2013/778/EU of 13 December 2013, establishing the Research

Executive Agency and repealing Decision 2008/46/EC;

* The Commission Decision C(2013)9418 final of 20.12.2013 on delegating powers to the Research Executive Agency with a view to performance of tasks linked to the implementation of Union programmes in the field of research and innovation comprising, in particular, implementation of appropriations entered in the general budget of the Union:

* Horizon 2020 external communication strategy 2016-2020;

* REA Annual Work Programme;

* REA External Communication Workplan;

* REA Internal Communication Strategy 2017 and Beyond.

Article 5(1)(d) of the Regulation based on the data subject explicit consent for the following specific purposes:

- Inclusion into the event participant list, which is shared among the participants and authorised persons.
- Invitations to future similar events that REA may organise.
- For communication purposes: live web streaming, video recording and images of the speakers and the participants, taken and published on REA MyIntraComm, REA EUROPA website and on REA's Twitter and LinkedIn accounts.
- (For speakers/moderators only) Publication of the name, picture, short CV provided by the speaker in the digital and paper materials about the event.

You have the right to withdraw your consent at any time, without affecting, the lawfulness of the processing based their consent before your withdrawal.

4. WHICH PERSONAL DATA ARE COLLECTED?

The personal data processed in the framework of the event organisation are:

- For the event organisation: your contact details, i.e. title, first name, last name, signature, position/function, and email address;
- For access to building: your identification data, i.e. date of birth, passport or identity card number, passport or identity card valid date, and nationality;
- For communication purposes: live web streaming, images and video recordings of the participants (including speakers/moderators); images and video recordings of the event may be published on REA's intranet or hosted on MyIntraComm (the Commission's intranet), REA webpage on EUROPA, and REA's X account; (non- mandatory);
- Participation to the event is not conditional to your consent to appear on pictures and audio-visual material. If you disagree to appear on pictures and audio-visual material will be provided with a badge to wear visibly during the event. For online events, data subjects will be able to switch off the camera and mute themselves.
- For accessibility or dietary purposes: sensitive data (mobility and special needs/requirements);
- For reimbursement needs: financial personal data may be collected (payment card number or bank account or other financial data).

5. WHO WILL HAVE ACCESS TO YOUR PERSONAL DATA?

The following categories of individuals will have access to your personal data for this specific event:

- Authorised staff of the REA Units responsible for the organisation and management of the event or;
- Authorised staff of the REA Communication sector may access pictures and audio-visual material for subsequent communication purposes after the event.

6. WHO WILL HAVE ACCESS TO THE DATA OUTSIDE THE AGENCY?

The following categories of individuals will have access to your personal data for this specific event:

- Event participants will receive the participants' list containing names, contact details, position/function, and name of the organisation of those participants who have consented if relevant to the event;
- Authorised staff in DG HR Security Directorate for the access to building;
- Authorised staff of external contractors if foreseen for organisation purposes (such as event management organisations, catering services that may handle data relevant to meal/dietary preferences; travel agency that may handle travel/accommodation relevant data);
- Authorised European Commission authorised staff or of other institution, agency or body coorganizing the event if relevant for the purpose of the event organisation;
- Authorised European Commission staff for policy purposes;
- Third-party platform providers authorised by the Commission (e.g. Skype for business, Microsoft TEAMS, Webex and sli.do).

7. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We are keeping your personal data for a period as indicated below:

- Contact details processed for the purpose of the organisation and management of the meeting or event will be deleted after the last action of this processing operation, except from those participants that have given their explicit consent to receive information about other events and/or receive the newsletter etc.
- Identification data processed for the purpose of access to REA buildings (security clearance) and collected via EU pass or Vpass will be deleted once they have been transmitted to the European Commission DG HR Security Directorate;
- Personal data resulting from the picture and audio footage activity:
 - images and video recordings from events will be kept for up to 2 years after the meeting/event;
 - recordings from web-streamed and online meetings or events will be kept for up to 2 years before being deleted.

Participation to the event is not conditional to data subjects consent to appear on pictures and audio-visual material. You may disagree to appear on pictures and audio-visual material. You will be provided with a badge to wear visibly during the event. For online events, if you do not agree to appear in the recording or the streaming session can switch off their camera and mute themselves.

You have the right to withdraw your consent at any time, without affecting, the lawfulness of the processing based on your consent before withdrawal:

- Personal data shared with selected contractors for organisational purposes, are retained during the event or meeting organisation period and will be erased by the service providers in accordance with the corresponding contractual obligations and provisions.
- Sensitive data relating to dietary requirements and accessibility requirements will be collected via the EU survey. The data related to dietary and accessibility requirements will be anonymised before being transferred to the external contract. The data related to accessibility will be retained up to 1 month after the end of the meeting/event. In case that an external contractor has collected directly these data, they are requested to anonymise them and erase them.

8. WHAT ARE YOUR RIGHTS?

As a participant you have the right to withdraw your consent at any time, without affecting, the lawfulness of the processing. The participation to the event is not conditional to participants' consent to appear on pictures and audio-visual material. If you disagree to appear on pictures and audio-visual material, you will be provided with a badge to wear visibly during the event. For online events, if you do not want to appear in the streaming/video recording, you will have to switch off their cameras.

In addition, as a participant, you have the right to access your personal data and to request your personal data to be rectified, if the data is inaccurate or incomplete. 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. Your request to exercise one of the above rights will be processed without undue delay and within one month.

9. CONTACT INFORMATION

In case you have any questions about the collection/processing of your personal data, you may contact the data controller who is responsible for this processing activity by using the following email address: [insert the contact email address of the controller].

Further to the above, the following instances can be addressed:

REA Data Protection Officer (DPO): REA-DATA-PROTECTION-OFFICER@ec.europa.eu

In case of conflict, complaints can be addressed to the European Data Protection Supervisor: EDPS@edps.europa.eu