



## **PROTECTION OF YOUR PERSONAL DATA**

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

**Processing operation:** Management and organisation of the Aid Effectiveness Research Conference (17<sup>th</sup> & 18<sup>th</sup> of November 2022).

**Data Controller:** European Commission, Directorate-General for International Partnerships (DG INTPA) – Unit D.1 ‘Effective Development Policy and Team Europe’ (hereinafter “DG INTPA” or “INTPA.D1”).

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

### **Table of Contents**

- 1. Introduction**
- 2. Why and how do we process your personal data?**
- 3. On what legal ground(s) do we process your personal data?**
- 4. Which personal data do we collect and further process?**
- 5. How long do we keep your personal data?**
- 6. How do we protect and safeguard your personal data?**
- 7. Who has access to your personal data and to whom is it disclosed?**
- 8. Third party IT tools, including Social Media**
- 9. What are your rights and how can you exercise them?**
- 10. Contact information**
- 11. Where to find more detailed information?**

## 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 Directorate-General for International Partnerships (INTPA), Unit INTPA.D1 when organizing and managing the Aid Effectiveness Research Conference, as presented below.

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

The purpose of the processing operation is to facilitate the organization and management (before, during and after) of the Aid Effectiveness Research Conference (AERC). The AERC is an initiative implemented by INTPA.D1. The conference will be held under the form of a hybrid event (i.e. taking place both online and onsite) and will provide a forum to discuss innovative, theoretical, and empirical research about aid effectiveness, as well as its policy take-aways, among researchers and the EU community.

Specifically, your personal data are collected and further processed for the purpose of:

- facilitating the registration process through the 'Aventri' platform;
- providing access to the web conference service 'Webex' to online speakers and participants;
- providing information to participants about the agenda (programme), speakers, and the logistics;
- organising your travel and stay at the place of the venue (where applicable);
- ensuring the follow-up of the conference (*inter alia* sending you an invitation to take part to a survey about your experience of the conference; sending you the presentations);
- sending e-mails and invitations for possible future Aid Effectiveness Research Conferences (this entails the management of mailing lists).

Audio-visual recording of the speakers, organisers and participants, will be taken during the conference and published on the following website: [Global Partnership for Effective Development Cooperation](#).

Participants that do not wish to be part of the above recording/publishing activities have the possibility to object to processing by not giving their consent in the online registration form.

Moreover, for logistical reasons, we invite speakers, chairs and participants that do not wish to be part of the above recording/publishing activities to:

- for the *onsite* event, sit in the dedicated areas (before the start of the conference, the chair will remind the participants of this logistical measure and give precise indications)
- for the *online* event, the chair will remind participants to turn off their camera and microphone during the breakout sessions and will specify it at the beginning of their intervention(s).

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 your personal data, linked to the organisation, management, follow-up and promotion of the conference are necessary for the management and functioning of the Commission, as mandated by the Treaties. Those Treaties' 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').

Moreover, you have given your consent<sup>1</sup> for the processing of your personal data for one or more of the specific purposes described below. Consequently, those processing operations are lawful under Article 5(1)(d) of [Regulation \(EU\) 2018/1725](#) ('the data subject has given consent to the processing of his or her personal data').

Your consent is necessary for:

- The processing of your personal data for the publication of audio-video recordings of the conference on the [Global Partnership for Effective Development Cooperation](#) website. For organizational and logistic purposes, participants, speakers and chairs who do not want to be part of the recording/publishing activities will have to comply with the 'opt out measures' described in this privacy statement (i.e. sit in the no picture/no video zone for onsite participants), and turn off their camera and microphone (for online participants).
- The processing of your personal data relating to your dietary and/or access requirements – should you have any.
- The processing of your personal data for the publication of your profile picture and biography (chairs and speakers only) in the Agenda on the UNU-Wider website: [International Research Conference on the Effectiveness of Development Cooperation](#).

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 the registration form, depending on the answers you choose to give.

Your consent for these services can be withdrawn at any time. For withdrawing your consent, please contact the Data Controller of the conference at: [INTPA-TEAM-EUROPE-SUPPORT@ec.europa.eu](mailto:INTPA-TEAM-EUROPE-SUPPORT@ec.europa.eu).

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

The following personal data will be collected during the **registration process** (through the Aventri platform):

For speakers, chairs and participants participating either online or onsite:

- Title/Gender (optional)
- First name
- Last name
- Organisation/Company
- Role/Job title
- Country (optional)

---

<sup>1</sup> For the specific processing activities where consent is necessary, consent must be freely given, specific, informed and unambiguous (Article 3(15) and Article 7 of [Regulation \(EU\) 2018/1725](#)).

- E-mail address
- Audio-video recordings (based on your consent)

In addition, for speakers and chairs (only) participating either online or onsite:

- Uploading of a picture and short biography on the [UNU Wider website](#) (based on your consent)
- Phone-number

For speakers, chairs and participants participating in-presence/onsite, the following data is collected based on consent:

- Dietary restriction (based on your consent)
- Accessibility requirements (based on your consent)

The following personal data will be collected **at a later stage** for the participants funded through the conference:

- Nationality and passport or ID card number will be collected for some participants for the booking of flights and hotels. This information will be gathered bilaterally via the Commission's contractor.

Moreover, INTPA.D1 might process any content containing personal data published by speakers, chairs and participants on their own initiative **during the conference**, such as:

- opinions and other contribution(s) such as ideas or comments submitted on the Webex platform through the chat function;
- engagement, reach and sentiment (e.g. "likes" of comments or contributions of speakers or other participants).

You are invited to be vigilant when contributing on the platform (Webex) and respect the right to privacy of others.

Please note that the Commission does not request that participants in the AERC include special categories of data under Article 10(1) of [Regulation \(EU\) 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*"). Any inclusion of these types of personal data is the responsibility of the participant.

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

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 conference (this includes the information given during the registration, before, during or after the Conference) will be deleted **1 (one) year** after the last action in relation to the conference, with the exception of ID or Passport number and data related to access and/or dietary requirements of onsite participants which will be kept for **one (1) month** after the end of the Conference.
- 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).

- In case of audio-visual recording of the Conference, the recordings will be kept for three (3) months after the Conference before being deleted. More information is available in the Record of Processing [DPR-EC-01937](#) (Audio-visual recording of meetings).
- Personal data shared with the Data Controller for future mailing purposes (e.g., notification before the online events platform will close, experience survey or invitations to similar events) are processed in line with the Record of Processing ([DPR-EC-03928.1](#) on Management of subscriptions to receive information).

## 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.

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 General Data Protection Regulation ('GDPR' - [Regulation \(EU\) 2016/679](#)).

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

The data is processed for follow-up action that might be necessary for further processing purposes: to produce an event reports containing number of participants, geographic participation (optional as outlined in section 4) as well as other registration data as outlined in section 4.

Where necessary, we may also share your personal information if you are one of the funded participants with several service providers (in this case the travel agency as well as the Sheraton hotel which whom MCI BENELUX SA. has a contractual relation) for the purposes of organizing the Conference 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 Conference 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.

### Third party IT tools

We use third party IT tools for the organisation and management of the conference through widely used communication channels.

We recommend that users read the relevant privacy policies of the following third party tools

carefully before using them:

- **Aventri:** [Privacy Policy \(aventri.com\)](https://www.aventri.com/privacy-policy)
- **Webex:** [Webex Security and Privacy](#) as well as the European Commission's Record of Processing [DPR-EC-05006.3](#).

These privacy policies 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 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.

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 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.

<b>8. What are your rights and how can you exercise them?</b>
---

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 as indicated under the contact information given under Header 9. 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 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 Section 10 below) in your request.

<b>9. Contact information</b>
-------------------------------

- **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: Directorate-General for International Partnerships (INTPA), Unit INTPA.D1: [INTPA-TEAM-EUROPE-](#)

[SUPPORT@ec.europa.eu](mailto:SUPPORT@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.

<b>10. Where to find more detailed information?</b>
---

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](#).