



PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: The 7th EU-Africa Business Forum 2022.

Data Controller: European Commission, Directorate-General for International Partnerships (DG INTPA), Units E2 and 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 reason for the processing of your personal data in the context of the EU-Africa Business Forum undertaken by Directorate-General for International Partnerships (DG INTPA). 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.

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

Purpose of the processing operation Directorate-General for International Partnerships (DG INTPA) collects and further processes your personal data to provide you with information about the EU Africa Business Forum (before, during and after) and to process your application for participation in the EU-Africa Business Forum.

Live web-streaming and audio-visual recording 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 EU-Africa Business Forum at the websites of the European Commission, the African Union and business organisations that are organising partners of the event, as well as on relevant social media channels.

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. 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 EU-Africa Business Forum (including web-streaming, photos, audio-visual recording) 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).

Your consent is required for:

- the sharing of the EU-Africa Business Forum participants and exhibitors list containing your name and affiliation with other participants
- the sharing of the meeting/event attendee list containing your name and affiliation among participants and exhibitors, in order to create working groups to continue the collaborate work launched during the meeting/event;
- the processing of your personal data for inviting you to future events the data controller may organise;
- (optional) the audio and or visual recording of brief key moments from speakers, participants and exhibitors for the purpose of an approximately 2-minute long aftermovie, which will summarise the event to be shared on the Commission's and partner business organisations' social media platforms, such as twitter.

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 mailing list please *send an email to the EABF Organising Secretariat at EABF@downtowneuropa.be*.
- for withdrawing consent that you have provided in order to benefit from other services, please contact the organiser of the meeting/event at *EABF@downtowneuropa.be*.

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

The following personal data will be processed:

- contact details: function/title, first name, last name, name of organisation, areas of interests, city (optional), country, e-mail address, telephone number, (optional) profile picture, sector of activity, main activities;
- For exhibitors of the Trade Faire (if applying): first name, last name, name of organisation, email address, country, project, Organisation/Company,
- For Workshops/Seminars, B2B/B2G Small Scale Meetings and Signature Ceremonies Organisers (if applying): first name, last name, name of organisation, email address, country, project/topic, Organisation/Company
- For Partnership Applications (if applying): first name, last name, name of organisation, email address, country, project/topic, Contact details
- For the recording of the event and after movie: audio-visual impressions, images of speakers, participants, and exhibitors in panoramic shots to showcase the success of the events.

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 EU-Africa Business Forum (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 the EU Africa Business Forum
- Recordings from the web-streamed EU Africa Business Forum will be kept for **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 EU-Africa Business Forum the recordings will be kept for **1 year** after the EU-Africa Business Forum 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 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-03928.1 on Management of subscriptions to receive information).
- 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 Commission or of its contractors. 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.

Where necessary, we may also share your information with our service provider for the purposes of organising the EU Africa Business Forum:

Downton Europe SRL, Avenue A.J. Slegers 397/2 – B-1200 Brussels, Belgium

For communication purposes, i.e. to ensure that messages are shared on adequate online channels, some promotional material such as audio-visual recordings and snapshots of the speakers and panoramic view of the participants will be stored in a EU GDPR Compliant Share Point, which is accessible to the organising partners of the EU-Africa Business Forum, the European Commission and its delegations in Africa, the African Union, and the organising business partners.

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).

For the cookie policy, visit <https://www.swapcard.com/cookie-policy>

Third party IT tools, including Social Media

We use third party IT tools to inform about and promote EABF 2022 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, which we also upload to our *social media* page and follow links from our website. Listed below:

- @info_EABF Twitter account
- @europaid Twitter account
- @europaid Facebook account
- @europaid Instagram account
- EU Commission LinkedIn account

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 digital platform "Swapcard"* (<https://www.swapcard.com/privacy-policy>) 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 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.

You have consented to provide your personal data to the data controller for some of the present processing operations mentioned above (see section 3.). You can withdraw your consent at any time by notifying the data controller *via email to EABF@downtowneuropa.be*. 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. Origin of your personal data

Your personal data were transmitted to DG INTPA by the following sources:

- European Union and African Union Member States
- European and African business organisations
- European Union institutions
- African Union Commission
- International organisations
- Various working groups

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: Directorate-General for International Partnerships (DG INTPA)

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (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) 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>.