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The purpose of the processing is the management of the meeting, including management of: lists and mailings-lists for contacts, invitations, participants, distribution of reports, follow-up meetings and actions, news and publications; audio recording of speakers and participants; publication on the internet/intranet.

Personal data collected and further processed are:

- Data necessary for the organisation and management of the meeting, such as gender (needed for the right title)/name/surname/profession/ postal and e-mail addresses/ phone number/fax number, etc.;
- Identity/passport n°/date of birth (for access control purpose by security guards to the Commission's premises – see [DPO-508](#)¹);
- Information about the form of transport used and accommodation, banking information (for the reimbursement of travel expenses – see [DPO-372](#));
- Audio recording of speakers and participants.

Access to all personal data information collected in the context of this meeting is only granted through UserID/Password to a defined population of users (Commission officials from B5), without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with Community legislation. These users typically are the chairman and the secretary of the meeting, both supported by a team in the operational services inside the DG.

Presentations of speakers, participants and organisers might be made available freely on the internet in the framework of European Commission activities. If you do not agree with this publication of your personal data, please opt-out where required or inform us using the Contact Information mentioned in the invitation letter and explicitly specifying your request.

Your personal data will be part of a list of contact details shared internally amongst the Commission services for the purpose of contacting data subjects in the future in the context of the Commission's activities. If you do not agree with this, please contact us using the Contact Information mentioned in the invitation letter and explicitly specifying your request.

If you have any questions, please do not hesitate to contact sante-pharmaceuticals-b5@ec.europa.eu, data-protection-officer@ec.europa.eu.

Recourse: Complaints, in case of conflict, can be addressed to the [European Data Protection Supervisor](#).

¹ DPO-508 « Délivrance et contrôle des titres d'accès aux bâtiments de la Commission à Bruxelles et Luxembourg et des cartes pour mesures à caractère social », see in the DPO Public Register: <http://ec.europa.eu/dpo-register/search.htm>