



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: Registration of participants and management of the Conference on the Evaluation of the EU legislation on blood, tissues and cells

Data Controller: Unit B4 – Medical products: quality, safety, innovation, Directorate B - Health systems, medical products and innovation, Directorate-General for Health and Food Safety.

Record reference: *DPR-EC-02307.1*

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1. Introduction

The European Commission (hereafter ‘the 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 of 23 October 2018 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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason 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.

The information in relation to processing operation “Registration of participants and management of the Conference on the Evaluation of the EU legislation on blood, tissues and cells” undertaken by DG SANTE, Directorate B, Unit B4 – Medical products: quality, safety, innovation is presented below.

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

The purpose of the processing operation:

DG SANTE collects and uses your personal information for the management of the meeting, including management of: selection of participants to ensure balanced representation if the number of registrants exceeds the room capacity; lists and mailings-lists for contacts, invitations, participant lists, distribution of reports, follow-up meetings and actions, news and publications relating to the event; audio recording of speakers and participants; publication on the internet/intranet (note: only panel member names will be published). Personal data collected and further processed are:

- Data necessary for the organisation and management of the meeting: gender (needed for the right title)/name/surname/profession/organisation represented where appropriate/postal and e-mail addresses/ phone number;
- Identity/passport n°/date of birth (for access control purpose by security guards to the Commission's premises);
- Information about the form of transport used and accommodation, banking information for the reimbursement of travel expenses (invited speakers only);
- Web-streaming of the event on the day
- Audio recording of speakers and participants to assist in report writing (note that reports may include names of panellists, moderators and organisers but not those of participants that speak from the floor);
- Photographing of speakers and participants for the purposes of dissemination of the event outcomes.

The processing operation:

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 staff), without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in

accordance with Community legislation. These users are typically the chair and secretary of the meeting, supported by a team in the operational services inside DG SANTE.

Presentations of speakers, participants and organisers, and photographs from the event, may be made available freely on the internet in the framework of European Commission activities. If you do not agree with the publication of your personal data, please inform us using the contact information mentioned in the invitation letter and explicitly specifying your request. Specifically, if you do not wish to be photographed, please inform the staff at the reception desk.

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 in the field of blood, tissues and cells. Your contact details may also be shared with other participants as part of the Commission's preparation and follow-up to the meeting. If you do not agree with this, please contact us using the contact information mentioned in the invitation letter and explicitly specifying your request.

3. On what legal ground(s) do we process your personal data

We process your personal data, because you have given consent to the processing of your personal data for the purposes described above.

Which personal data do we collect and further process?

In order to carry out this processing operation DG SANTE, Unit B4 collects the following categories of personal data:

- *Name;*
- *Contact details (e-mail address, telephone number, mobile telephone number, postal address, company and department, country of residence,);*
- *For reimbursed speakers: bank account reference (IBAN and BIC codes), VAT number;*
- *Passport number, ID number;*
- *Information for the evaluation of selection criteria: (if necessary): type of organisation represented, where applicable.*

The provision of personal data is mandatory to allow selection of participants representing the broadest spectrum of stakeholders and to allow entry to the building through security control. If you do not provide your personal data, possible consequences are that you will not be invited to attend the event.

4. How long do we keep your personal data?

DG SANTE, Unit B4 only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing and for communication with participants in relation to actions emerging from the event.

5. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, presentations, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the [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.

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

6. 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 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 8 below) in your request.

7. 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, DG SANTE, Unit B4 (sante-consult-b@ec.europa.eu).

- 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.

8. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the 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 submitted to the DPO's public register with the following Record reference: *DPR-EC-02307.1*