



EUROPEAN COMMISSION

## PROTECTION OF YOUR PERSONAL DATA

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

**Processing operation:** Processing of personal data linked to the European conference *Future skills for Europe's aerospace and defence industry*, 21-22 October 2021, Rzeszow, Poland

**Data Controllers:** *European Commission, Directorate-General for Defence industry and Space, Unit A.2 EDF Implementation, Programming and SME support (hereinafter "DG DEFIS, Unit A.2") and Rzeszow University of Technology (hereinafter "RUT") or "the joint Data Controllers"*

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

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### 1. Introduction

The Joint Data Controllers DG DEFIS, Unit A.2 and RUT are committed to protect your personal data and to respect your privacy. DG DEFIS, Unit A.2 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.

RUT collects and further processes personal data pursuant to the General Data Protection Regulation (GDPR) (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data 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 a conference organised jointly by DG DEFIS, Unit A.2 and RUT. 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.

The information related to the processing of personal data linked to the European conference *Future skills for Europe's aerospace and defence industry* is presented below.

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

Purpose of the processing operation: DG DEFIS, Unit A.2 collects and further processes your personal data to provide you with information about the specific meeting or event (before, during and after) and to process your application for participation in that meeting or event.

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

The event being hybrid, web-streaming and audio-visual recordings will be taken. Furthermore, screen pictures of the remote speakers or participants may be taken and published for communication purposes.

Photographs of the speakers and panoramic photographs of participants and organisers may be taken and published at <https://aerospace-defence.w.prz.edu.pl/>, <https://w.prz.edu.pl/>, <https://leanacademy.wbmil.prz.edu.pl/>, [LinkedIn](#).

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.

Names of speakers may be published at <https://aerospace-defence.w.prz.edu.pl/>, <https://w.prz.edu.pl/>, <https://leanacademy.wbmil.prz.edu.pl/>, [LinkedIn](#), [ResearchGate](#). Participants that do not wish to be part of the above publishing activities have the possibility to object to processing, by sending an e-mail to [aero\\_defence@prz.edu.pl](mailto:aero_defence@prz.edu.pl) and by sitting in the back row. The back row will not be photographed if the organizer receives an e-mail prior to the conference or gets notified by a participant requesting not to be a part of the above publishing activities. In case the conference is held online, using a third part IT service which processes personal data, please read heading 7 below for more information.

For some sessions, remote participants may be able to intervene. In these cases, during registration, participants can indicate their preference to opt-out from the above recording activities by sending an email to [iod@prz.edu.pl](mailto:iod@prz.edu.pl). In case, however, a participant decides to intervene by enabling his/her audio and/or video during the meeting he/she will be recorded.

During the registration process participants will have an opportunity to indicate any dietary requirements and/or access requirements in view of their participation to any lunches/dinners during the event, and/or to facilitate their access to the premises.

For those speakers for which travel and accommodation will be facilitated, they will be contacted by MCI Benelux which will require contact details and financial information (e.g. bank account, credit card number) in order to arrange their travel and/or make reimbursements.

## **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 conference (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 following actions during the meeting or event (if applicable):

- the processing of your personal data for registration purposes;
- the processing of your personal data relating to your dietary and/or access requirements;
- the processing of your personal data relating to travel and accommodation where necessary;
- the joining in a virtual event studio, for participants joining remotely, including processing of personal details and video and/or audio connection;
- the sharing of the participants list containing your name and affiliation with other participants for the purpose of future collaboration;
- the publication of the photos for promotion and public relation efforts relating to the event on the dedicated website(s) <https://aerospace-defence.w.prz.edu.pl/>, <https://w.prz.edu.pl/>, <https://leanacademy.wbmil.prz.edu.pl/>, [LinkedIn](#).

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 purposes can be withdrawn at any time by sending an email to [iod@prz.edu.pl](mailto:iod@prz.edu.pl).

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

The following personal data may be processed in the context of the meeting or event:

- contact details (function/title, first name, last name, name of organisation, city, country, e-mail address, telephone number);
- passport or identity card number and its date of issue and expiry date may be collected, so that the data subjects may obtain access to the premises where the conference is held;
- passport or identity card number and its date of issue and expiry date in addition to financial information (such as a payment card number or bank account) may also be collected for the booking of travel and accommodation of speakers at the Conference or for possible reimbursements; where applicable credit cards will be requested during check-in in the hotel to cover any personal expense;
- dietary requests (if any) or specific access requirements;
- signature and audio-visual recording of the meeting.

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

The Data Controllers only keep 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 may be processed, please find below the retention details and the reference to the relevant record of processing:

- Personal data related to the organisation and management of the conference (this includes the information given during the registration, before, during or after the event) will be kept for **five years** after the conference.
- Sensitive personal data relating to dietary and/or access requirements will be deleted as soon as they are no longer necessary for the purpose for which they have been collected in the framework of the conference, but no later than within **1 month** after the end of the conference.
- Audio-visual recordings will be kept for **3 months** after the event before being deleted.
- 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 on the servers of the European Commission, MCI (its contractor) or of RUT. 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.

In order to protect your personal data, DG DEFIS, Unit A.2 and RUT have 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.

The Commission's processors (contractors) are bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission. The processors have to put in place appropriate technical and organisational measures to ensure the level of security, required by the Commission.

## **7. Who has access to your personal data and to whom is it disclosed?**

Access to your personal data is provided to the Commission and RUT 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 Commission and RUT jointly agree on the agenda of the event. RUT is responsible for setting up and managing the conference webpages and related to participants registration. RUT is responsible for securing the venue and catering (except dinners). The Commission is responsible for arranging travel and accommodation of a number of speakers and catering (dinners) and has signed a contract with MCI Benelux (processor) which will take care of these aspects.

Where necessary, we may also share your information with service providers for the purpose of organising the event. Service providers are hosting personal data in the EU, or have BCRs in place.

- Video-conferencing software: Microsoft Teams ([privacy policy](#))
- For chat management: Microsoft Teams ([privacy policy](#))
- For accommodation: Hilton Garden Inn Rzeszów ([privacy policy](#))

Names of speakers and photographs may be published based on consent.

## 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).

Registration for the meeting takes place via <https://forms.office.com/>, which employ cookies as described here: <https://privacy.microsoft.com/>.

Enabling these cookies is not strictly necessary for the website to work but it will provide you with a better browsing experience. You can delete or block these cookies, but if you do that, some features of the event website may not work as intended.

The cookie-related information is not used to identify data subjects personally. These cookies are not used for any purpose other than those described here.

Should you wish to opt your personal data out of our anonymised, aggregated statistics, you can control and/or delete those cookies as described on [Rzeszow University of Technology](#) and Microsoft's cookies policy.

## Third party IT tools, including Social Media

We may use third party IT tools to inform about and promote the meeting or event 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 may be able to watch our videos, which may be also uploaded to one of our social media pages and follow links from our website to other relevant social media.

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 carefully read the relevant privacy policies of the social media tools used: [Twitter](#), [LinkedIn](#), [Instagram](#) and [YouTube](#). 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. In case the conference is held online, using a third party IT service, by accepting to participate into the Conference you are consenting to the processing of your personal data via the third party tool, according to its privacy policy.

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.

## International transfers

The joint data controllers will transfer your personal data to recipients in a third country in accordance with Regulation (EU) 2018/1725, based on a derogation in accordance with Article 50(1)(a) thereof. Please note that such transfers may occur in the absence of an adequacy decision and therefore may not present appropriate safeguards.

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 further processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

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.

## **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.

If you have consented to provide your personal data to the data controllers for the present processing operation, you can withdraw your consent at any time by writing to [iod@prz.edu.pl](mailto:iod@prz.edu.pl). 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. Contact information**

### **- The Data Controllers**

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 Controllers:

(a) European Commission: DG DEFIS, Unit A.2, [DEFIS-A2DEFIS-A2@ec.europa.eu](mailto:DEFIS-A2DEFIS-A2@ec.europa.eu)

or

(b) Rzeszow University of Technology: [iod@prz.edu.pl](mailto:iod@prz.edu.pl)

- **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 because of the processing of your personal data by the data controller.

- **The Polish Data Protection Authority**

You have the right to have recourse (i.e. you can lodge a complaint) to the Personal Data Protection Office ([kancelaria@uodo.gov.pl](mailto:kancelaria@uodo.gov.pl)) if you consider that your rights under the GDPR have been infringed as a result of the processing of your personal data by RUT.

<b>10. Where to find detailed information?</b>
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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](#).