

## **CharterXChange on 11-13 December 2023**

The European Union Agency for Fundamental Rights (FRA or Agency) processes the personal data of a natural person in compliance with Regulation 2018/1725 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

This data protection notice explains FRA's policies and practices regarding its collection and use of your personal data, and sets forth your privacy rights. We recognise that information privacy is an ongoing responsibility, and we will update this notice where necessary.

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## 1. Why do we collect personal data?

The purpose of the processing of your personal data is the organisation of the Webinar CharterXChange which will take place on 11-13 December 2023 online via Cisco Webex platform. This includes the handling of the participant's invitation, registration and attendance, granting participants access to the online platform, recording of certain presentations, minutes taking at the event, collection of feedback, as well as event follow up actions, i.e. reporting on the event, such as sharing presentations among participants and feedback collection. It includes, in particular, creation/sharing of participant lists; mailing lists of registrations and participants. The event evaluation will be done anonymously.

The recorded presentations will be made available to participants who could not attend the CharterXChange via a newsletter and on the FRA's website. The recorded presentations will further be used for training purposes and for the development of video presentations on the EU Charter of Fundamental Rights.

During the Webinar, FRA uses the Slido audience interaction platform (which is integrated with Webex platform) for questions and answers, surveys and collection of participant's feedback. For the evaluation feedback of the Webinar, FRA will use the LimeSurvey tool, which is hosted in the servers of FRA webhosting contractor.

The organisation of the closed side-meetings includes checking the participants' attendance, minutes taking at the meeting, collection of feedback, as well as meeting follow up actions, namely reporting on the event, sharing presentations among participants and feedback collection. It includes, especially, the creation/sharing of participant lists, mailing lists of registrations and participants. For the closed side-meetings, FRA uses Microsoft Teams. No registration link will be required for the participation in these meetings.

## 2. What kind of personal data does the Agency collect?

We will collect only the following personal data necessary for the processing operation described above.

### General personal data:

- Personal details: name(s), surname, country of origin, profession, organisation and email
- Contact details: email address
- Employment details: role, function/title, name and type of the employer/organisation
- Other:
  - Questions, comments, and messages via chat (only for the purpose of minutes taking)
  - Voting and/or polling
  - IP address and connection details when connecting to Webex, Microsoft Teams and Slido platforms
  - Name, surname, email, country of origin, profession and organisation when connecting to Webex platform.
  - Image and voice recording in case a presentation is recorded

- Slido collects strictly necessary cookies, functional cookies, performance cookies, targeting cookies, and other Third Party cookies, which can be blocked by participants via the Web Browser.

Special categories of personal data:

- When participants decide to switch on their cameras, the video might incidentally reveal personal data concerning their racial or ethnic origin or religious beliefs, which are special categories of data. Special categories of data will also be revealed in case a presentation is recorded. By switching on their cameras, participants provide their consent to the incidental processing of such data.

### **3. How do we collect your personal data?**

#### ***3.a. Information you provide us:***

For the registration to the event, and follow-up activities, such as reporting, we collect and process the information and personal data you provide us by completing the [online registration form](#) (see Section 2 of this document).

For the event, FRA uses the Video-conferencing software Cisco Webex and Microsoft Teams. Participants will be invited to register online for the event via an email sent to them by FRA;

- Registration to the event will be done using [an online form](#) created by FRA.;
- Participants will be sent a registration link to the event, to be hosted using the Cisco Webex platform;
- Participants will be asked to provide their name, surname, country of origin, profession, organisation and email upon registering to the Webex platform. Their name will be visible during the meeting.
- Regarding the processing of personal data by Cisco Webex meetings service, please consult the dedicated [Cisco Webex meetings](#), which explains FRA's policies and practices regarding its collection and use of your personal data in the framework of Cisco Webex meetings.
- Participants in the closed side-meetings will be sent a separate Microsoft Teams link to join the relevant meeting. Regarding the processing of personal data by Microsoft 365 please consult the dedicated [data protection notice](#).
- Collection of participants' anonymous answers, surveys and feedback, will be done using Slido, LimeSurvey and Webex white board audience interaction platforms anonymously.
- Regarding the processing of personal data by Slido please consult the dedicated [privacy statement](#).
- Regarding the processing of personal data by LimeSurvey please consult the dedicated [privacy policy](#).

Since your participation is not mandatory, we need proof that you consented to the processing of your personal data. Consent will be collected via Webex. You have the right to withdraw your consent at any time, and we will delete your data or restrict its processing. All processing operations up until the withdrawal of consent will still be lawful.

### **3.b. Information we collect about you:**

The Agency will send an email invitation to the CharterXchange to the participants who have indicated their preference as to the EU Charter in the Agency's Customer Relationship Management ([CRM](#)) database.

Your name, surname, country of origin, profession, organisation, email and IP address and connection details are collected when connecting to Webex platform. Your IP address and connection details are collected when connecting on Slido. Please refer to the [Cisco Webex data protection notice](#) and the [Slido privacy statement](#) for more information. Your IP address and connection details are collected when connecting to Microsoft Teams platform. Please refer to the Microsoft 365 [data protection notice](#).

Regarding the Cookie Policy, Slido collects strictly necessary cookies, functional cookies, performance cookies, targeting cookies, and other Third Party cookies, which can be blocked by participants via the Web Browser. Please refer to the [Slido Cookie Policy](#).

### **4. Who is responsible for processing your personal data?**

The Agency is the legal entity responsible for the processing of your personal data and determines the objective of this processing activity. The Head of the Institutional Cooperation and Networks Unit is responsible for this processing operation.

Your data is also processed by Cisco Webex, Microsoft 365, Slido and LimeSurvey, the platforms FRA will be using in the organization of the event.

### **5. Which is the legal basis for this processing operation?**

The processing operations on personal data linked to the organisation, management, follow-up and promotion of the event are necessary for the management and functioning of the Agency. In this particular case, the legal base can be found in article 8 of the FRA [Founding Regulation \(EC\) No. 168/2007](#), as amended by [Regulation \(EU\) 2022/555](#) (the amended Founding Regulation) and the [Single Programming Document 2023-2025](#), (Project C.1.3. Providing assistance and expertise on the EU Charter of Fundamental Rights, p. 72). Therefore, the processing is lawful under Article 5.1.(a) of the Regulation (EU) No 2018/1725.

In addition, the processing of the personal data is also in accordance with Article 5.1.(d) of Regulation (EU) No 2018/1725, based on the consent given by the participant.

When participants decide to switch on their cameras, the video might incidentally reveal personal data concerning their racial or ethnic origin or religious beliefs, which are special categories of data. By switching on their cameras, participants provide their consent to the incidental processing of such data. In this case, the processing of special categories of data is lawful on the basis of Article 10.2.(a) of Regulation (EU) No 2018/1725.

### **6. Who can see your data?**

Access to your data is granted to authorised staff of FRA (restricted number of staff members in charge of the organisation of this event), without prejudice to a possible transmission to the bodies in charge of a

monitoring or inspection task in accordance with Union legislation. FRA does not share personal data with third parties for direct marketing.

Additionally, limited data can be accessed also by FRA's processors, namely Cisco Webex, Microsoft 365, Slido and LimeSurvey

#### **7. Do we share your data with other organisations?**

Personal data is processed by the Agency (including the processor and its sub-processors) only. In case that we need to share your data with third parties, you will be notified to whom your personal data has been shared with.

#### **8. Do we intend to transfer your personal data to Third Countries/International Organizations?**

No, the personal data of the participants to the event will not be transferred to Third Countries or International Organisations.

However, the event is organized using online platforms which are owned by US-based companies, so it cannot be discarded that some personal data, for example, diagnostic data, is transferred to the US. Moreover, US based companies are subject to US Surveillance laws. Cisco Webex, Slido (as part of Cisco Webex) and Microsoft are included in the 'Data Privacy Framework List' and therefore, any transfer to the US is based on the [Commission Implementing Decision of 10.7.2023 on the adequate level of protection of personal data under the EU-US Data Privacy Framework](#).

#### **9. When we will start the processing operation?**

We will start the processing operation in October 2023.

#### **10. How long do we keep your data?**

Personal data will be kept after the event to ensure implementing necessary follow up activities with regard to the purpose(s) of the processing of personal data as well as for its related management. Personal data related to registration and participation will be retained by FRA for a period of 6 months after the end of the event. Personal data related to the recorded presentations will be retained by FRA for a period of two years.

#### **11. How can you control your data?**

Under Regulation 2018/1725, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information. You are not required to pay any charges for exercising your rights except in cases where the requests are manifestly unfounded or excessive, in particular because of their repetitive character.

We will reply to your request without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

You can exercise your rights described below by sending an email request to [charter@fra.europa.eu](mailto:charter@fra.europa.eu).

### **11.1. The value of your consent**

Since your participation is not mandatory, we need proof that you consented to the processing of your personal data. Consent will be collected via [an online registration form](#). You have the right to withdraw your consent at any time, and we will delete your data or restrict its processing. All processing operations up until the withdrawal of consent will still be lawful.

### **11.2. Your data protection rights**

#### **a. Can you access your data?**

You have the right to receive information on whether we process your personal data or not, the purposes of the processing, the categories of personal data concerned, any recipients to whom the personal data have been disclosed and their storage period. Furthermore, you can have access to such data, as well as obtain copies of your data undergoing processing.

#### **b. Can you modify your data?**

You have the right to ask us to rectify your data you think is inaccurate or incomplete at any time.

#### **c. Can you restrict us from processing your data?**

You have the right to restrict the processing of your personal data. If you do, we can no longer process them, but we can still store them. In some exceptional cases, we will still be able to use them (e.g. with your consent or for legal claims). You have this right in a few different situations: when you contest the accuracy of your personal data, when the Agency no longer needs the data for completing its tasks, when the processing activity is unlawful, and finally, when you have exercised your right to object.

#### **d. Can you delete your data?**

You have the right to ask us to delete your data when the personal data are no longer necessary for the purposes for which they were collected, when you have withdrawn your consent or when the processing activity is unlawful. In certain occasions we will have to erase your data in order to comply with a legal obligation to which we are subject.

We will notify to each recipient to whom your personal data have been disclosed of any rectification or erasure of personal data or restriction of processing carried out in accordance with the above rights unless this proves impossible or involves disproportionate effort from our side.

#### **e. Are you entitled to data portability?**

Data portability is a right guaranteed under Regulation 1725/2018 and consists in the right to have your personal data transmitted to you or directly to another controller of your choice.

In this case, this does not apply for two reasons: I) in order for this right to be guaranteed, the processing should be based on automated means, however we do not base our processing on any automated means; II) this processing operation is carried out in the public interest, which is an exception to the right to data portability in the Regulation.

**f. Do you have the right to object?**

When the legal base of the 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*” which is the case in most of our processing operations, you have the right to object to the processing. In case you object, we have to stop the processing of your personal data, unless we demonstrate a compelling reason that can override your objection.

**g. Do we do automated decision making, including profiling?**

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

**12. What security measures are taken to safeguard your personal data?**

The Agency has several security controls in place to protect your personal data from unauthorised access, use or disclosure. We keep your data stored on our internal servers with limited access to a specified audience only.

**13. What can you do in the event of a problem?**

a) The first step is to notify the Agency by sending an email to [charter@fra.europa.eu](mailto:charter@fra.europa.eu) and ask us to take action.

b) The second step, if you obtain no reply from us or if you are not satisfied with it, contact our Data Protection Officer (DPO) at [dpo@fra.europa.eu](mailto:dpo@fra.europa.eu).

c) At any time you can lodge a complaint with the EDPS at <http://www.edps.europa.eu>, who will examine your request and adopt the necessary measures.

**14. How do we update our data protection notice?**

We keep our data protection notice under regular review to make sure it is up to date and accurate.

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