

DATA PROTECTION NOTICE

Expert workshop on civic space monitoring and protection from 16 to 18 September 2024, in Vienna, Austria.

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 process personal data?

The personal data are collected and processed to allow for the proper organisation of one expert **workshop** (hereinafter: the event) in the framework of the C.1.6. project Civic space and national rule of law dialogues, envisaged in the [2024 Annual Work Programme](#) of the FRA. The event will take place in person, at the FRA premises in Vienna, Austria, from 16th to 18th September 2024.

The purpose of the processing of personal data is handling registration and attendance, reporting on the events, as well as taking appropriate event follow-up actions, such as sharing presentations among participants and feedback collection.

More specifically, FRA, as the organiser, carries out the following processing activities:

- Creation of mailing lists of contacts;
- handling registration and attendance;
- correspondence with speakers, moderators and participants;
- preparing of the programme and sessions;
- event follow up actions such as event report, minutes, distribution of reports/minutes, feedback on reports;
- giving access to premises, providing catering;
- reimbursement of accommodation and travel expenses;
- sharing of presentations.

2. What kind of personal data does the Agency process?

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

(a) General personal data:

- Personal details: name, surname, nationality, address.

For participants for which FRA will reimburse travel and accommodation, the following data will be collected:

- Financial details: financial identification form and bank account information for those experts who receive reimbursement of travel/accommodation expenses
- Legal entity form: date, place and country of birth, identity document number, personal identification number
- Supporting documents (e.g. invoices, tickets, etc.)

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- Contact details: email address,
- Employment details: name and type of the employer/organisation.
- Other (please give details):
 - IP addresses and/or cookies and other metadata of participants registering online for the event may also be collected by the online tool used for registration, LimeSurvey. In this particular case, the use of cookies by LimeSurvey will be automatically disabled.

(b) Special categories of personal data:

- Food preferences indicated by the participants in the registration form for the organisation of the catering may reveal health conditions and/or religious beliefs.
- Limited information on health conditions (e.g. special accommodation required by participants with disabilities) that need to be taken into account for organising the travel and accommodation.

3. How do we collect and process your personal data?

3a. Information you provide us:

For the proper organisation of the event, FRA will collect via email correspondence and a registration link the personal data described in Section 2 above.

3b. Information we collect about you:

The registration data will be collected and managed via LimeSurvey (professional online survey tool which is hosted in the servers of the FRA webhosting contractor), which might also collect device data as mentioned in section 2 above.

For identifying participants and speakers for the events, the FRA has reached out by e-mail to different institutions/organisations, complemented by selected email addresses of FRA key stakeholders and networks who had in both cases consented to further communication and are part of FRA's Customer Relationship Management system (CRM), see data protection notice [here](#).

In case other tools/systems are used by FRA for the workshop, you will be informed accordingly via email correspondence.

3c. Information we receive from other sources:

For identifying participants for the events, the FRA has also collected publicly available (internet) contact details such as email addresses, names, or surnames.

In case an invited expert cannot attend the workshop, FRA may ask the expert to suggest other experts in their organisations to be invited to the workshop.



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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 Institutional Cooperation and Networks Unit is responsible for this processing operation.

Moreover, the third parties indicated above (M365, and LimeSurvey) also process your personal data, acting as FRA's data processors (processing data on behalf of FRA). Please refer to the respective data protection notices: [Microsoft Office 365](#) and [LimeSurvey](#).

5. What is the legal basis for this processing operation?

The processing operation is necessary for the performance of the tasks carried out by the Agency in the public interest to achieve the objectives set out in its Work Programme and are necessary for the management and functioning of the Agency. In particular, Article 6.1.(b) of the FRA Founding Regulation (Council Regulation (EC) No. 168/2007 establishing a European Union Agency for Fundamental Rights as amended by Regulation (EU) 2022/555) foresees the organisation of meetings of experts in the Member States as one of FRA's working methods to carry out its activities. The project is included in the [2024 Annual Work Programme](#), position C.1.6.

Therefore, the processing is lawful under Article 5.1.(a) of the Regulation (EU) No 2018/1725.

In addition, the processing of the special categories of personal data described in Section 2 b) is lawful under Article 10.2.(a) of the same Regulation, as explicit consent is given by the data subjects in the registration form, and it is stored.

6. Who can see your data?

A restricted number of FRA staff responsible for the proper organization of the event have access to your personal data as described in Section 2 above. A restricted number of staff in Corporate Services (Finance Sector) has access to the financial data when the reimbursement of travel or accommodation expenses is necessary.

In case of reimbursement of costs to experts, their financial and/or legal identification forms including supporting documents are transferred to the European Commission (DG Budget) in order to validate data subjects' details in the European Union's accounting system ABAC. Data is processed in this regard in line with FRA's data protection notice [here](#).

7. Do we share your data with other organisations?

Personal data is processed by the Agency (including the processors). In case 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.

9. When will we start the processing operation?

We will start the processing operation in July 2024.

10. How long do we keep your data?

Information and personal data collected by FRA in the context of the organisation of the event will be kept for one year after conclusion of the expert workshop.

If information concerning the event is published on the FRA corporate website, it will be retained for five years.

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 meeting but no later than within 1 month after the end of the meeting.

The data related to the Financial and Legal identification forms is kept for a maximum of 10 years after the last transaction of data related to the data subject (please refer to the relevant data protection notice [here](#)).

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 civicspace@fra.europa.eu

11.1. Do we need your consent?

Since your participation in the workshop is not mandatory, we need proof that you consented to participate. In addition to this, should you inform FRA about the sensitive personal data mentioned in Section 2 above linked to your food preferences and/or health conditions, your consent to the processing will be requested.

Consent will be collected through the registration form, prior to your participation in the workshop. You have the right to withdraw your consent at any time, and we will either delete your data or restrict or stop 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 request to have your data deleted?

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

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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 automated decision-making, including profiling.

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

The Agency, as well as its processors, have 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 civicspace@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.

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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