

“Fundamental Rights Forum 2021”, hereinafter “the Event”; taking place on 11-12 October 2021 in a hybrid setting.

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?

FRA is responsible for the overall organisation of the event, the communication with the online and physical session hosts, speakers and participants before and after the end of the event, as well as communication and promotion of the event.

The purpose of the processing of personal data is handling registration and attendance to the Event, identify and invite plenary speakers, session organisers, moderators and participants, reporting on the event, as well as event follow-up actions, such as sharing presentations among participants and feedback collection. It includes, in

particular, lists and mailing lists for contacts, invitations, reminder e-mails to all participants, reports, minutes, distribution of reports/minutes, feedback on reports, meeting follow-up, photographs/pictures, presentations, audio and/or video recording of speakers and participants, news and publications.

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

We will only collect the following general personal data necessary for the good functioning of the different operational tool described above. The fields required in the registration form are: First Name, Name, Organisation name, Organisation type and Organisation Description, Country and City as mandatory fields. Job Position, Mobile Phone Number, Email address, Profile picture, Website, Organisation Logo, State Province, Zip Code and Address as optional fields.

#### Virtual streamed session:

Participants will access the live stream on the **B2Match platform**, where they are able to also engage with the organisers via **Sli.do**. Clear statements will be made that the session is being livestreamed and recorded before joining the broadcasted session. The organizer (Tipik) will ensure that the participant gave their consent prior to allowing them access to the broadcasting studio.

Those participants only joining via Sli.do will be able to submit questions via the Slido interface. Sli.do will request them to provide their first and last name ([privacy policy](#)).

#### Simulcasted sessions:

Simulcasting will be provided to Vimeo, Youtube and Facebook. The chat and comment on the YouTube and Facebook Live streams will remain available on demand. Users can manage comments themselves via their profile. YouTube Chat & Comments: Those who want to engage with the Chat (Live) functionality, will be made aware that using the YouTube live chat whilst being logged in with a regular Gmail account, will mean that the user's real name will be shown. This can be changed in the display settings of your account ([direct link](#)). By using the live chat and/or comments functionalities, the users agrees with the [YouTube terms and conditions](#), and/or the [Facebook terms and conditions, and/or Vimeo terms and conditions](#).

#### Registration:

Registration process to all sessions will be done with B2Match platform and it is needed for active participation at the Forum.

Registered participants will connect to the sessions via specific secured links made available to them on the B2Match platform on the days of the Forum.

Personal data will be collected through the following means:

- The collection of registration data and email campaigns will be managed via the software B2Match. B2Match stores the data for the Contractor (TIPIK Communication Agency).
- Registered participants will be able to engage by submitting questions on Slido. When using Slido, participants will be requested to input their First and Last Name.

- **Recordings:** Recordings will be downloaded and saved to the TIPIK servers (Microsoft, Ireland based servers) and ABBIT bv servers (Microsoft, based in Belgium). ABBIT will share the recordings with FRA via its filesharing solutions which is wetransfer.com.

### **Livestreaming:**

During the livestream on Vimeo and Teams, the participants' comments and feedback in the chat during the open session will be disabled. The use of the chat/comments tool remains fully optional through Slido by visiting the event platform, hosted via the webservers of Slido.com ([cookie policy](#)).

### **Web analytics:**

Anonymised viewer analytics for the web player and different simulcasts livestreams will be collected and analysed. None of this data will be able to be traced back to individuals.

Anonymised information on participation to the live streamed event (e.g. number of persons, country location, duration) will be used (Vimeo privacy policies). This information will be used only for FRA internal purposes to make an evaluation of the event.

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

- **Registration to the event:** As stated in section 1 a written pre-registration is required for all participants. The collection of the data and e-mail campaigns will be managed via the software "b2match"<sup>1</sup>. The system uses session cookies to improve the website experience and to generate anonymous, aggregate user statistics. "B2match" will not actively use the collected data for internal marketing purposes. The collected data will solely be stored by "B2match" from which the contractor (Tipik Communication Agency) will act as the data processor and use the data to ensure a smooth logistical operation of the event. Besides for registration purposes we will also use B2match to generate event reminder e-mails and a post-event follow-up e-mail. "B2match will store the collected data on their servers located in Germany.
- **Video conferencing platform:** The event will be streamed through the video conferencing platform Teams, and Vimeo are streaming platforms<sup>2</sup>. For the purpose of this event all collected personal data will be stored in "Teams" closed network infrastructure based in several countries in Europe. All data collected from EU citizens will stay within EU territory. However, Teams may apply other collection rules (according to national legislation) for participants coming from outside the EU.

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<sup>1</sup> Privacy Policy « Be2match » - <https://www.b2match.com/privacy-policy>

<sup>2</sup> Privacy Policy « Teams » - <https://docs.microsoft.com/en-us/microsoft-365/enterprise/eu-data-storage-locations?view=o365-worldwide>

### 3.1. Information you provide us

You may provide us with information in several ways, including by filling in (registration) forms on our website or by corresponding with us by phone or email. Finally you may also provide information during the event in the questions/polls tool (Slido).

### 3.2. Information we collect about you

As stated in section 1 when you use our website, we automatically collect information about your device, use of cookies, including your IP address, information about your visit (including how you got to our websites) and how you use our services. We may combine this information with other information you have provided to us.

### 3.3. Information we receive from other sources

For the purpose of this event we will not collect data from any other source.

## 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 Unit Communication and Events is responsible for this processing operation. The agency will in this sense act as data controller.

In order to organize the event the agency will be supported by its contractor **Tipik Communication Agency (Avenue de Tervueren 270)**, in this sense they will act as data processor.

In order to stream the event, the Agency will use Vimeo. [Here](#) you can read their privacy policy.

Social media platforms are separate controllers for the personal data they process. To learn more on how the following social media platforms process your data, we encourage you to read the privacy policies of:

[Youtube](#)

[Facebook](#)

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

The FRA is tasked with developing a communication strategy and promote dialogue with civil society, in order to raise public awareness of fundamental rights and actively disseminate information about its work by Article 4(1)(h) of the FRA Founding Regulation (EC) No. 168/2007 establishing the European Union Agency for Fundamental Rights. The processing is therefore lawful under Article 5(1)(a) of Regulation (EU) 1725/2018.).

The processing of special categories of data (video revealing racial/ethnic origin) is lawful under Article 10(2)(a). Specific consent has been given and it is stored.

## 6. Who can see your data?

- Access to your personal data is provided to the FRA staff responsible for carrying out the required operations to ensure a good functioning of this event and to other authorised FRA staff according to the

“need to know” principle. Materials such as photos, videos, presentations given by the participants and the conference report will be published on the conference webpage and will be shared between the participants and distributed to all organisations represented in the event.

- Where necessary, we may also share your information with service providers for the purposes of organising the event. Tipik’s sub-processors are: Abbit bv, Restless Communications Ltd., B2Match, Vimeo and Slido. FRA’s contractor Tipik Communication Agency, and authorised staff involved in the organisation of the event (ABBIT bv and Restless Communications Ltd.) and the follow-up communication activities will have access to registered participant’s profiles through the B2match platform (see details below).
- For the purpose of broadcasting the video streaming of the session in Rathaus from Vienna, hubs and online sessions, our contractor will share personal information with Abbit bv who will provide technical support during the event.

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

No, personal data is only processed by FRA and its contractors (Tipik Communication Agency and Restless Communications Ltd.).

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

Some of the sub-processors are U.S.-based companies. We will collect your consent at the registration process, after having informed you of the possible risks of such transfers due to the absence of an adequacy decision and appropriate safeguards (see paragraph below). Such consent on transfer will be given by a clear affirmative act, event-specific and documented. The legal base of the data transfer is thus your consent as per Article 50(1)(a) of Regulation (EU) 1725/2018.

Even if we put the strongest contractual safeguards, the risk of transfer/storage to the US of personal data by our sub-processors cannot be eliminated, as they remain subject to the US surveillance legislation in any case, like Foreign Intelligence Surveillance Act (FISA) section 702 even for what concerns its EUbased servers. The risk you incur in when we transfer your personal data to the U.S. is a lower level of protection.

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

We will start the processing operation **on 22 July 2021**.

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

Personal data collected from the participants of the event will be stored no longer than until the date of 31 December 2021. After that date, the personal data collected via B2Match, will be purged/deleted from these systems.



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 maximum of one year after the end of the event, which is 12 October 2022.

Photos, audio and video recordings are stored in FRA Communication and events Unit drive for three years (being considered as FRA flagship event). Within this time, the files to be used for communication purposes and/or be archived for historical purposes shall be selected. The remaining files shall be deleted.

Information concerning the event on the FRA corporate website will be retained for 10 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 [event@fra.europa.eu](mailto:event@fra.europa.eu)

#### 11.1. How valuable is your consent for us?

Attendance to the event is not mandatory. Consent will be collected in the registration form of the registration platform and the privacy statement will be included as such in the home page of the registration platform. 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.

### 12. 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?

No.

### 13. 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.

The FRA applies standard security measures to safeguard integrity, availability and confidentiality of personal data and avoid any potential disclosure, access, alteration, destruction or loss of personal data. The security measures embrace organisational and technical measures. Organisational measures include:

- ICT and Data Management Policy
- Internal rules on the use of the internet
- Internal rules on data retention
- Staff training on data protection
- Risk assessment of the processing operations

Technical measures include:

- Cybersecurity
- Physical security
- Report mechanism for security issues
- Control of access to electronically held information
- Password policy
- Encryption or pseudonymisation
- Data breach policy

Our contractor ensures a secured Microsoft Sharepoint environment to divide sensitive and personal data from other non-sensitive project information. All sensitive and personal data is managed by the Project Manager in charge of the organization of this event and supervised by its Account Manager and Data Protection Officer. Access to data is only accessible to data who are actively involved in the organization of the event.

### 14. What can you do in the event of a problem?

- a) The first step is to notify the Agency by sending an email to [event@fra.europa.eu](mailto:event@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.

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