



EUROPEAN COMMISSION

## **PROTECTION OF YOUR PERSONAL DATA**

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

**Processing operation:** DigitAll public conference on 20, 21 and 22 April 2021

**Data Controllers:** European Commission, DG CONNECT, Head of Unit H4, and European Commission, DG DIGIT, Head of Unit D2

**Record reference:** (DPR-EC-01063.1)

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## 1. Introduction

The European 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 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.

This privacy statement explains the reason for the processing of your personal data in the context of the DigitAll public conference. 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 DigitAll public conference is the closing event of the [Connecting Europe Facility \(CEF\) Digital](#) and the [Interoperability solutions for public administrations, businesses and citizens \(ISA<sup>2</sup>\)](#) programmes. These programmes have been supporting the adoption of digital solutions that enable public administrations, businesses and citizens in Europe to benefit from interoperable cross-border and cross-sector public services.

The information in relation to processing operation DigitAll public conference, undertaken by the Head of Unit D2 of DG DIGIT, and the Head of Unit H4 of DG CONNECT, of the European Commission, is presented below.

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

**Purpose of the processing operation:** DG CONNECT, Head of Unit H4 (controller for CEF Digital) and DG DIGIT, Head of Unit D2 (controller for ISA<sup>2</sup>) collect and further process your personal data to provide you with information about the event (before, during and after) and to process your application for participation in that event.

This on-line event is organised via the *Swapcard* Event Platform ([www.Swapcard.com](http://www.Swapcard.com)). Registered participants who are interested in the event can access this platform and businesses taking part in it. This platform allows attendees and the organisers to share content and easily connect with each other before, during and after the event.

*Swapcard* undertakes the responsibility to comply with data protection regulations and in particular with EU regulation 2016/678 of the European Parliament and Council of 27 April 2016 (General Data Protection Regulation) and Regulation (EU) 2018/1725 for the protection of personal data by EU Institutions, agencies and Bodies.

*Swapcard* acts successively as a data processor for the duration of the contract and then as a data controller after the termination of the event with regard to the processing of the personal data of each participant stored in the profile of the user after his/her participation to a conference or event, whether organised by the EC or not:

- Participants register to the event by creating an account with *Swapcard*. The creation of a personal user account will grant attendees access to (i) the event page and (ii) the list of attendees so that they can interact with each other and view a smart suggestion for people to meet. At this stage, *Swapcard* acts as a data processor on behalf of the organizers (DG

CONNECT, Head of Unit H4 and DG DIGIT, Head of Unit D2), the latter assuming the role of data controllers;

- At this stage still, *Swapcard* undertakes to process personal data for the purpose of delivering the services and in line with the controllers' documented instructions;
- Once the event is over, *Swapcard* stores the data of attendees in order (i) to allow them to interact with the contacts they have met during the event, (ii) to offer each attendee, if they register for another event, personalized interactions based on those they had during previous events they attended. From this moment on, *Swapcard* becomes exclusively responsible for processing of this data related to the full profile of a user in line with their privacy statement ([www.Swapcard.com](http://www.Swapcard.com));

For the management of this event, *Swapcard*, an SAS (simplified joint stock company) registered on the Paris trade and corporate register under number 790 356 760, headquartered at 6 rue de Paradis, 75010 Paris and *Wavestone* (Wavestone Advisors 100-101 Terrasse Boieldieu Tour Franklin - 92042 – Paris la Defense – R.C.S Nanterre, Registration Number FR433 224 847) acts as personal data processors.

When the event is over, the European Commission will receive the data from *Swapcard* based on the consent of the user for follow-up activities to this event, including the sending of a newsletter and possible future invitations to events.

Live web-streaming and audio-visual recording at the event of the speakers, organisers and participants will be taken and published in the context of the event at [www.Swapcard.com](http://www.Swapcard.com) and will be available for each participant. Some recordings will be available on the event page [www.digitallpublic.eu](http://www.digitallpublic.eu) and [www.youtube.com](http://www.youtube.com).

During the event, participants will be asked to take part in polls or quizzes or to give ideas or submit questions to the organisers using the Sli.do tool. This information will be collected anonymously and the processing of personal data is only to ensure that participants have answered once to the question posed and to recuperate the session should there be technical issues.

The organiser may use the responses to the polls and quizzes to collect ideas and ensure that all questions will be followed up after the meeting. This information will be published in the context of the event on [www.Swapcard.com](http://www.Swapcard.com), the event page [www.digitallpublic.com](http://www.digitallpublic.com) and [www.youtube.com](http://www.youtube.com).

During the virtual conference, the organiser will be recording the speakers, including any question and answer sessions or panel discussions. The recording will be published in the context of the event at [www.Swapcard.com](http://www.Swapcard.com), the event page [www.digitallpublic.com](http://www.digitallpublic.com) and [www.youtube.com](http://www.youtube.com)

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

<b>3. On what legal ground(s) do we process your personal data?</b>
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The processing operations on personal data, linked to the organisation, management, follow-up and promotion of the event (including *web-streaming, audio-visual recording and the use of the Swapcard Event Platform*) are necessary for the management of this event.

The processing operations on personal data of the moderator for the event with whom a contract is concluded, are carried out in line with the contractual provisions. Consequently, that processing is necessary and lawful under Article 5(1)(c) of Regulation (EU) 2018/1725 (processing is

necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract)”.

We manage your personal data if you, the data subject, give consent to the processing of your personal data for one or more specific purposes.

Your consent is required for the processing of your personal data for:

- managing your subscription to the event;
- managing your subscription to a newsletter of the data controller;
- inviting you to future events the data controller may organise.

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 services can be withdrawn at any time:

- for unsubscribing from the newsletter, please click the unsubscribe button in any of our newsletters;
- for withdrawing consent that you have provided in order to benefit from other services, please contact the controller of the event by sending an email to [CNECT-H4@ec.europa.eu](mailto:CNECT-H4@ec.europa.eu) and/or [DIGIT-D2@ec.europa.eu](mailto:DIGIT-D2@ec.europa.eu).

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

For your participation in this event and any follow-up activities related to it, you provide us with the following personal data that will be processed: contact details (surname, first name, email address, profession, telephone number, photograph, interest, business sector), voice and video imaging.

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

We only keep your personal data for the time necessary to fulfil the purpose of collection or further processing.

- Personal data processed for the purpose of the organisation and management of this event (this includes the information given during the registration, before, during or after the meeting or event) will be kept for 1 (one) year after the event;
- Personal data used to enable participants to connect to Sli.do during the event is kept for the time necessary to fulfil the purpose of collection or further processing, namely for the length of the on-line event. More information is available in the Record of Processing DPR-EC-06687 (Sli.do - Audience Interaction Software);
- Personal data shared with the controller for future mailing purposes (e.g., for receiving newsletters or invitations to similar events) are processed in line with the Record of Processing DPR-EC-03928- Management of subscriptions to receive information;
- Publication of the recordings at [www.Swapcard.com](http://www.Swapcard.com), the event page [www.digitalpublic.com](http://www.digitalpublic.com) and [www.youtube.com](http://www.youtube.com) will remain available to every user for an indefinite period of time. The purpose is to enable users to have access to the conference material at any time for educational purposes.

## **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 *Swapcard*'s servers. The database is stored with Amazon web services, in their database located in Ireland. No personal data is transferred to third countries.

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.

The Commission's contractors are bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission, and by the confidentiality obligations deriving from the General Data Protection Regulation ('GDPR' - [Regulation \(EU\) 2016/679 and Regulation 2018/1725](#)).

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.

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

Access to your personal data is provided to the Commission 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.

Where necessary, we will also share your information with the service provider (*Swapcard*) for the purposes of organising the event. *Swapcard* can be contacted via the following address: [www.Swapcard.com/support?entity=organizer](http://www.Swapcard.com/support?entity=organizer)

## **Third Party IT Tools during Video Conferencing**

Please note that as this is a virtual meeting, *Swapcard* will be used to run the meeting.

Sli.do is a tool that allows for audience interactive participation during either on line or live meetings or conferences. The audience can ask questions, respond to polls, take part in quizzes during a webinar or live event. The tool can be used with any of the Commission's audio-conference tools for on-line events.

In order to reply to questions, event participants can scan a QR code or log into the Sli.do website and enter the conference code. The replies can be anonymous or linked to a person's name depending on the event or meeting. The processing of personal data is to ensure that participants have been able to connect to the software and they are able to reply to the questions only once.

## **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).

*Swapcard* uses cookies and similar technologies to assist with functions such as user authentication and remembering user preferences. Please consult the *Swapcard* cookies policy for more information: <https://www.Swapcard.com/cookie-policy/>

### **Third party IT tools, including Social Media**

We use third party IT tools to inform about and promote the 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 can watch our videos, which we also upload to our event page [www.digitalpublic.com](http://www.digitalpublic.com) and follow links from our website to [www.youtube.com](http://www.youtube.com).

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 read the relevant privacy policies of *Swapcard* ([privacy policy](#)), Youtube ([privacy policy](#)), Instagram for photos ([privacy policy](#)), social media content from Twitter ([privacy policy](#)) or LinkedIn ([privacy policy](#)) carefully before using them. 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.

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.

### **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.

You have consented to provide your personal data to the data controller for the present processing operation. You can withdraw your consent at any time by notifying the European Commission by email [CNECT-H4@ec.europa.eu](mailto:CNECT-H4@ec.europa.eu) and/or [DIGIT-D2@ec.europa.eu](mailto:DIGIT-D2@ec.europa.eu). In addition, you may always direct the request that are related to the processing of data in the *Swapcard* platform to the event platform *Swapcard*: <https://www.Swapcard.com/support/?entity=organizer>.

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 controllers, 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:

- European Commission, DG CONNECT, Head of Unit H4 ([CNECT-H4@ec.europa.eu](mailto:CNECT-H4@ec.europa.eu))
- European Commission, DG DIGIT, Head of Unit D2 ([DIGIT-D2@ec.europa.eu](mailto:DIGIT-D2@ec.europa.eu)).

### **- 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 as a result of the processing of your personal data by the data controller.

## **10. Where to find more detailed information?**

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>.