

Privacy Statement for EUIPO staff and external resources on the processing of personal data in the procedure of organisation and management of meetings and events

The protection of your privacy is of high importance to the European Union Intellectual Property Office (EUIPO). The Office is committed to respecting and protecting your personal data and ensuring your privacy rights.

All data of a personal nature processed within the framework of the organisation and management of EUIPO meetings and events, namely data that can identify you directly or indirectly, will be handled fairly, lawfully and with due care.

Processing of personal data for the organisation and management of EUIPO meetings and events includes processing of data during invitation/registration of participants; logistics coordination; meeting/event coverage and promotion including documentation, photos and audio-visual recordings and their possible distribution and publication; event follow-up actions such as sharing of participants' contact details and distribution of minutes, presentations and reports.

This processing operation is subject to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. The information in this communication is given pursuant to Articles 15 and 16 of Regulation (EU) 2018/1725.

This Privacy statement provides detailed information on all types of data that can be processed in a meeting/event organised by the EUIPO. Nevertheless, the exact data processed in a concrete EUIPO meeting/event may vary on a case-by-case basis.

1. What is the nature and the purpose(s) of the processing operation?

Personal data is processed for the purpose of organising and managing meetings/events and coordinating any required follow-up activities, as well as for accountability and communication/transparency/awareness/education/promotion purposes.

Processing of personal data may be necessary in the framework of registration and accommodation of meeting/event participants; logistics support before, during and after the meeting/event, minutes taking and distribution of minutes, dissemination of agendas, presentations and/or reports; recording interviews; web publication, publication on the in-house magazine or other media channels such as streaming; enabling the EUIPO to provide participants with further information on particular meetings/events in the future.

Personal data may be part of a contact details' database shared internally among EUIPO departments in order for them to contact data subjects in case of future meetings/events.

Your data may be obtained directly from you during the registration phase or acquired from another source (contact details' databases, publicly accessible sources, another participant in the meeting/event entitled to provide data on your behalf, etc.).

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2. What personal data do we process?

Prior to, during and after a meeting/ event, the EUIPO processes participants' identification data to organise and manage the meeting/event. This data includes the title, name, surname, DNI/Passport number, date of birth, nationality, postal and email addresses, signature, profession, position held, organisation/institution, country, city of departure, bank details, fiscal code and address for reimbursement purposes, individualised information on the form of transport and accommodation. Your mobile phone number can be processed only for the purpose of providing key security information in case of emergencies. Depending on the nature of the meeting/event, health-related data, such as mobility and dietary requirements, allergies and intolerances, might be gathered.

In addition, sometimes sound, video, or audio-visual recordings will be made during the meeting/event, including while participating in presentations/interviews/workshops. If that is the case, images/photos, statements, opinions, etc. may be processed depending on the type of recording and the purpose(s) of the recording¹.

If you do not want your image/voice to be photographed/recorded/web published, for compelling and legitimate grounds, you can always exercise your right to object, e.g. choose not to be present when the photographing/recording occurs. In this case, please, contact the meeting/event organisers in order to allow them to take your wish into account when filming and taking photographs and offer you an alternative solution. In general, a specific area is designated where the attendees who do not want to appear in the videos/photos will be invited to take seat.

Please, note that objecting to the processing of your personal data does not affect the lawfulness of the processing done prior to the objection.

3. Who is responsible for processing the data?

The processing of personal data is carried out under the responsibility of the European Union Intellectual Property Office.

Personal data may be processed by:

- Infrastructures and Buildings Department (IBD)'s hospitality, security and logistics internal teams and external providers like the events management provider 'Pomilio Blumm' and its subcontractors/providers/suppliers;
- Communication Service (CS)'s internal teams and their external providers responsible for the photo/video recordings in some of the meetings/events;

¹ For internal administrative meetings the legality, the need and the proportionality of recording (sound, visual and audio-visual), streaming and photography should be analysed and demonstrated by the controller on a case-by-case basis. Recordings of internal meetings should remain an exception to the rule and the legitimacy, necessity and unavailability of alternative methods (to recording, streaming and photography) to achieve the same purpose(s) should be properly examined and evidenced by the controller and moreover, consulted with the Data Protection Officer in advance.

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- DTD responsible for maintenance of some of the databases used in the process of events organisation;
- Staff members and/or resources of other departments involved in the organisation of the meeting/ event.

4. Who has access to your personal data and to whom is it disclosed?

Personal data depending on its type and the purposes of its processing is made accessible only on a need to know basis to EUIPO staff members and possibly external providers, their subcontractors and the general public respectively.

Personal data is accessed by:

- IBD's hospitality, security and logistics internal teams and external providers like the events management provider 'Pomilio Blumm' and its subcontractors/providers/suppliers;
- Communication Service's internal teams and their external providers in case responsible for the photo/video recordings in some of the events;
- DTD responsible for maintenance of some of the databases used in the process of events organisation;
- Staff members and/or resources of other departments involved in the organisation of the event/meeting.

Personal data may be accessible through internal communication tools such as the internal website 'Insite', the in-house magazine 'Backstage', videos shown at meetings/events, the events management application made available to the participants during the event, the EUIPO news programmes. Pictures, presentations, live web streaming and/or audio-visual recordings of speakers, participants and organisers might be made available to the general public on the internet in the framework of EUIPO activities etc.

The recipients of personal data (EUIPO staff, external resources, the rest of the participants and/or the general public) might vary depending on the type of recording and the purpose of the meeting/event.

When the event includes minutes taking, the names of the participants and their function will be present in the minutes of the meeting and together with the participant's position organisation/institution and country will be made available to the rest of the attendees. If you do not wish your name to be published in the meeting minutes for compelling and legitimate grounds, you can always 'object'. In this case, please, contact the meeting/event organisers in advance in order to allow them to take your wish into account and specify the reasons due to which your legitimate interests might be prejudiced by the disclosure of your data.

When the event includes participation of speakers, we will publish the agenda of the meeting with the name, affiliation and intervention title of the speakers. We might publish

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other personal information that the speakers provide us with, such as a CV, photos, presentations, etc. If you are a speaker and you do not wish your image/voice to be photographed/recorded/web published or that we disseminate the agenda of the meeting with your name, affiliation and intervention title, your CV or other data you have provided us, for compelling and legitimate grounds, you can always 'object'. In this case, please, contact the meeting/event organisers in advance in order to allow them to take your wish into account and specify the reasons due to which your legitimate interests might be prejudiced by the disclosure of your data.

In principle, your data will not be made available to third parties outside the EEA. In case of transfer of personal data, all the provisions stipulated in Chapter V of Regulation (EU) 2018/1725 will be observed.

Data is transferred for the purpose of logistic coordination of the event to a supplier/provider outside of the EEA on the basis of an adequacy decision as laid down in 47 of Regulation (EU) N°1725/2018 or, in the absence of an adequacy decision, on the basis of a derogation for important reasons of public interest in accordance with article 50 of Regulation (EU) N°1725/2018.

Specific information on the exact recipients and the legal instruments used for each and every meeting/event is available upon request.

5. How do we protect and safeguard your information?

We take appropriate technical and organisational measures in order to safeguard and protect your personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure or access.

All personal data related to the organisation and management of meetings and events is stored in secure IT applications according to Office security standards as well as in specific electronic folders accessible only to authorised people. EUIPO systems and servers are password protected and require an authorised username and password for access. The information is stored securely so as to safeguard the confidentiality and privacy of the data therein. Paper documents are locked in safe cupboards.

All individuals dealing with personal data in the context of the organisation and management of meetings and events sign a confidentiality declaration.

If any processing of personal data is carried out by a service provider (external processor), the controller will monitor and verify the implementation of the required organisational and technical security measures needed to ensure compliance with Regulation (EU) 2018/1725.

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6. How can you obtain access to information concerning you and, if necessary, rectify it? How can you receive your data? How can you request the erasure of your personal data or restrict or object to its processing?

You have the right to access, rectify, erase, and receive your personal data, as well as to restrict and object to the processing of your data, as outlined in Articles 17 to 24 of Regulation (EU) 2018/1725.

If you would like to exercise any of these rights, please send a written query explicitly specifying your request to the data controller.

Your request will be answered without undue delay, and in any event within one month of receipt of the request. However, according to Article 14(3) of Regulation (EU) 2018/1725, that period may be extended by a further 2 months where necessary, taking into account the complexity and number of the requests. The Office will inform you of any such extension within one month of receipt of the request, together with the reasons for the delay.

You can withdraw your consent for the processing of your health-related data at any time by writing an email to eventlogistics@euipo.europa.eu. Please note that withdrawing your consent for the processing of your health-related data does not affect the lawfulness of any processing based on your consent before this consent is withdrawn.

7. What is the legal basis for processing your data?

Processing operations are subject to Regulation (EU) 2018/1725:

- Article 5.1.(a) when processing is necessary for the performance of a task carried out in the public interest on the basis or in the exercise of official authority (applicable for identification data necessary for the organisation of the meeting/event, photos, videos, etc.).
- Article 5.1.(d) when the controller of the data has received freely given, specific, informed and unambiguous indication of the data subject's agreement to the processing of his/her health-related data.
- Article 5.1.(e) when processing is necessary in order to protect the vital interests of the data subject (applicable only for mobile telephone numbers when they are collected during the registration for a meeting/ event).

In addition, personal data is collected and processed in accordance with *Data Protection Internal Guidelines for processing personal data when organising and conducting EUIPO meetings and events*.

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8. How long do we store your data?

Personal data processed by the data controller or the service providers under its supervision are generally stored for the period of time necessary to achieve the purpose for which they have been processed.

Part of the data (name, surname, title, signature, email, bank details, fiscal code and address if applicable) is stored for accountancy purposes for a maximum period of 7 years.

Health-related data is stored for the maximum period of 1 month after the event if the participant has not withdrawn his/her consent. In case the consent has been withdrawn, the data will be deleted without undue delay. In case a health-related incident has been reported after the event, health-related data is stored until the closure of any legal proceedings or for the maximum period of 5 years following the event.

The rest of the data is stored for the maximum period of 6 months after the event

Nevertheless, some personal data might be kept for a longer period of time as follows:

- sound, video and audio-visual recordings/photographs of meetings/events might be kept by EUIPO for educational, institutional, historic, informational and/or promotional reasons for a longer period according to the *Privacy statement for the processing of personal data in the context of Recording and Photographing by Communication Service in EUIPO* that can be provided to you upon request. Such data may be published on the EUIPO intranet, the EUIPO website, or made available via the Office's other social media channels or the learning portal of the Academy. If this is the case, personal data will be limited as much as possible, for example, by keeping only the name, surname, and photographs.
- contact details can be kept as part of a contact details database shared internally among EUIPO departments in order for them to contact data subjects for future meetings/events invitation as described in *Privacy statement for the management of contact details database in EUIPO* that can be provided to you upon request.

9. Whom should you contact if you have questions/queries concerning the processing of your personal data?

Should you have any queries/questions concerning the processing of your personal data, please address them to the data controller at: ibddpc@euipo.europa.eu.

You may consult the EUIPO Data Protection Officer at: DataProtectionOfficer@euipo.europa.eu

Recourse:

If your request has not been responded to adequately by the data controller and/or DPO, you can lodge a complaint with the European Data Protection Supervisor at: edps@edps.europa.eu