

Privacy Statement for School and University Visits

The protection of your privacy is of the utmost importance to the European Union Intellectual Property Office ('EUIPO' or 'us' or 'the controller'). The Office is committed to respecting and protecting your personal data and ensuring your rights as a data subject. All data of personal nature, namely data that can identify you directly or indirectly, will be handled fairly, lawfully and with due care.

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 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.

The information in this communication is provided pursuant to Articles 15 and 16 of Regulation (EU) 2018/1725.

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

The EUIPO organises school and university visits which take place in the EUIPO's premises and/or in a remote environment.

EUIPO visit requests are submitted by a representative from the relevant school or university via e-mail to academyvisits@euiipo.europa.eu.

Accordingly, the EUIPO processes personal data for the following purposes:

- Perform surveys with potentially interested schools and universities regarding interest, content, technical means used and other details of virtual visits.
- Receiving school and university visit requests via on-line form or e-mail.
- In order to ensure access of the relevant visit groups to the EUIPO premises in face-to-face events, and/or to an on-line platform in virtual or blended events.
- Interact with the audience through use of quizzes, presentations and other interaction tools.
- Providing materials and presentations to the participants of university visits by e-mail.
- Keeping a database of contact points from schools and universities that have submitted visit requests through the available form or by e-mail.

2. What personal data do we process?

We may process the following personal data from the contact person that submits a reply to a survey and/or a visit request on-line form:

- First and last name;
- E-mail;
- Telephone;
- Name of the school or university.

The personal data processed from participants of school and university visits might include:

- Name;
- surname;
- ID number (only for face-to-face visits);
- date of birth;
- name of the school or university;

- e-mail address;
- telephone number;
- photographs and recordings (for University visits only).

3. Who is responsible for processing the data?

The processing of the personal data is carried out by the Director of the EUIPO Academy, acting as the EUIPO data controller.

Personal data are processed internally by EUIPO Infrastructure and Buildings Department in the context of face-to-face visits in order to allow access to EUIPO premises in accordance with DPR-2019-007.

In regard to virtual visits, the EUIPO Digital Transformation Department acts as internal processor and the external providers POMILIO BLUMM S.L.R, Vitel, S.A. (VITELSA), Zoom and Microsoft as external processors providing services to IBD and DTD as described in records DPR-2019-007¹, DPR-2020-009² and DPR-2018-003³.

Recording, filming and photography are only allowed during university visits, and processed by EUIPO Communication Service as internal processor as described in record DPR-2018-101⁴, with the purpose of promotion some training events.

4. Who has access to your personal data and to whom are they disclosed?

Personal data related to external participants and visitors is made accessible only on a need to know basis to a public mainly composed of EUIPO staff members, and possibly external providers and their subcontractors.

The personal data is disclosed to the following recipients:

- the EUIPO staff involved in the management of face-to-face and/or virtual visits.
- Infrastructures and Buildings Department Security receives data to allow access to EUIPO premises.
- Logistic external providers involved in the organisation of events may also have access to your relevant personal data.
- Video production external contractor is involved in filming and recording participants in limited and specific University visits. Pictures and recordings are forbidden in School visits.
- Zoom or Microsoft could have access to the personal data in case of using online platforms such as Zoom and/or MS Teams during the virtual visits.
- The interaction tool Kahoot!⁵, may have access to your personal data in case of being used in the course of a School visit.

The information concerning your personal data will only be shared with people necessary for the implementation of such activities on a need to know basis. The data are not used for any other purposes nor disclosed to any other recipient.

The information in question will not be communicated to third parties, except where necessary

¹ [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](#)

² [Specific Privacy Statement in virtual events organised by the EUIPO through Zoom Video Communications.](#)

³ [Specific Privacy Statement on the processing of personal data in the procedure of Microsoft 365](#)

⁴ [Privacy Statement for the processing of personal data in the context of Recording and Photographing by Communication Service](#)

⁵ [Kahoot Student Privacy Policy](#)

for the purpose(s) outlined above.

Personal data are not intended to be transferred to a third country.

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 of, or access, including:

- Information will be stored in security hardened servers with access control measures and protected by Username and Password. No anonymous access will be allowed.
- Servers are physically protected at the Data Protection Centre.
- Networking security configured to prevent external threats from accessing the servers.
- Service providers are contractually required to comply with data protection regulations. If information is going to be stored by the service provider outside of EUIPO premises, the Office performs a validation of the security and privacy practices of the service provider.
- Security measures for the information managed by external providers for the travel arrangements or financial enrolment are described in notification DPR-2019-007.
- In case of using online platforms such as MS Teams or Zoom, both platforms follow the security measures described in records DPR-2020-009 and DPR-2018-003.

Security measures are periodically reviewed by external auditors (ISO 27001 and SOC 2).

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

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 that your personal data be erased, or restriction 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 you data, in the cases foreseen by Articles 17 to 24 of the Regulation (EU) 2018/1725.

If you would like to exercise any of these rights, please send a written request explicitly specifying your query to the functional mailbox EUIPO Academy DPOexternalusers@euipe.europa.eu

Your request will be answered free of charge and 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 two further months where necessary, taking into account the complexity and number of the requests. We shall inform you of any such extension within one month of receipt of the request, together with the reasons for the delay.

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

Processing is based on Article 5(1)(a) of the Regulation (EU) 2018/1725 (a task attributed to EUIPO by the EU legislation) and Article 151 EUTMR.

8. How long do we store your data?

Your personal data will be kept only for the time necessary to achieve the purpose(s) for which they will be processed.

The data will be kept according to the nature and purposes mentioned, as follows:

- Personal data and other information (e.g. number of participants) processed through the request form submitted by the contact person will be retained for a maximum period of 5 years in a database of contact points and other information related to visits.
- For personal data of participants in EUIPO visits will be deleted immediately after the event. However, in regard to virtual visits through Zoom and/or MS Forms/Teams platforms, the retention periods established in records DPR-2020-009 and DPR-2018-003 will apply.
- In the context of university visits, contact details of participants for the purpose of providing materials and presentations will be retained for a maximum period of three months after the visit.
- Recording, filming and photography during the sessions of university visits only, with promotional purpose and processed by EUIPO Communication Service are kept just as necessary as described in record DPR-2018-101.

9. Contact information

Should you have any queries/questions concerning the processing of your personal data, please address them to the data controller, Director of the Academy under the following mailbox: DPOexternalusers@euiipo.europa.eu

You may consult EUIPO Data Protection Officer: DataProtectionOfficer@euiipo.europa.eu.

Form of 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 the following address: edps@edps.europa.eu.