



EUROPEAN COMMISSION

## **PROTECTION OF YOUR PERSONAL DATA**

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

**Processing operation:** Processing of personal data linked to the workshops on the short-term rental initiative

**Data Controller:** European Commission, Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs; Directorate G – Ecosystems II: Tourism & Proximity; Unit G3 – Digital transformation of industry (hereinafter “DG GROW Unit G3” or “the Data Controller”).

**Record reference:** [DPR-EC-01063](#)

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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 a meeting or event organised by the European Commission. 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 information in relation to the processing of personal data linked to workshops on the short-term rental initiative, organised by DG GROW Unit G3 of the European Commission, is presented below.

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

Purpose of the processing operation: the European Commission collects and further processes your personal data to provide you with information about the specific meeting or event (before, during and after) and to process your application for participation in that meeting or event and the organisation of activities (e.g. breakout sessions) during that meeting or event.

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

An audio-visual recording of the speakers, organisers and participants will be organised for the purposes of preparing the minutes of that meeting.

In addition, photographs of the speakers, participants and organisers taken either from the audio-visual recording (e.g. as still images) or separately will be taken and published at [https://ec.europa.eu/growth/single-market/services/collaborative-economy\\_en](https://ec.europa.eu/growth/single-market/services/collaborative-economy_en) or used on social media during or after the event (see section 7 below).

Names of speakers, quotes from speakers, photographs and biographies will be published on [https://ec.europa.eu/growth/single-market/services/collaborative-economy\\_en](https://ec.europa.eu/growth/single-market/services/collaborative-economy_en) and shared with participants via email.

Quotes provided in any feedback forms, without identifying the author, will be published on [https://ec.europa.eu/growth/single-market/services/collaborative-economy\\_en](https://ec.europa.eu/growth/single-market/services/collaborative-economy_en) used on social media after the meeting or event (see section 7 below).

Participants that do not wish to be part of the above recording and publishing activities have the possibility to object to processing, by sending an e-mail to the organiser prior to the event. The following email addresses can be used for such notification: [GROW-STR@ec.europa.eu](mailto:GROW-STR@ec.europa.eu)

Please note that given the COVID situation, these workshops may be held using a third party IT service called Cisco Webex, which processes personal data. Please read section 7 below for more information. It may however, be possible for some participants to attend the workshops in person, subject to the current rules in place in accordance with the COVID situation.

## 3. On what legal ground(s) do we process your personal data?

The processing operations on personal data, linked to the organisation, management, follow-up and promotion of the Workshop (including photos, still images, audio-visual recording) are necessary for the management and functioning of the Commission, as mandated by the Treaties. Those provisions are in particular, Article 11 of the Treaty on European Union and Article 15 of the Treaty on the Functioning of the European Union.

Consequently, those processing operations are lawful under Article 5(1)(a) of Regulation (EU) 2018/1725 (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).

Your consent is required for the following actions:

- the sharing of the participants list containing your name, email address and affiliation with other participants for the purpose of possible future collaboration;
- the publication of audio-visual recording and materials on [https://ec.europa.eu/growth/single-market/services/collaborative-economy\\_en](https://ec.europa.eu/growth/single-market/services/collaborative-economy_en) and on social media;

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 boxes on the online registration form.

Your consent for these purposes can be withdrawn at any time by sending an email to [GROW-STR@ec.europa.eu](mailto:GROW-STR@ec.europa.eu).

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

The following personal data may be processed in the context of the workshops:

- contact details (function/title, first name, last name, name of organisation, city, country, e-mail address, telephone number);
- nationality, passport or identity card number and its date of issue and expiry date may be collected, so that the data subjects may obtain access to the premises where the meeting or event is held;
- signature and audio-visual recording of the meeting, for establishing the attendance list and the minutes;
- dietary requests (if any) or specific access requirements.

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

The Data Controller only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing. For each of the categories of personal data that may be processed, please find below the retention details and the reference to the relevant record of processing:

- Personal data related to the organisation and management of the Workshops (this includes the information given during the registration, before, during or after the event) will be kept for **five years** after the workshops.
- Audio-visual recordings will be kept for **three months** after the workshops before being deleted. More information is available in the Record of Processing DPR-EC-01937 (Audio-visual recording of meetings).
- Personal data shared with the Directorate-General for Human Resources and Security of the European Commission for the participants to gain access to Commission buildings is kept for **6 months** after the termination of the link between the data subject and the Commission. More information is available in the Record of Processing DPR-EC-00655 (Commission Physical Access Control System (PACS)).
- Selected service providers for organisational purposes (such as caterers, travel agents or event management organisations) are contractually bound to process personal data on behalf of and in line with the instructions of the data controller, keep confidential any data they process and protect it from unauthorised access, use and retention.

#### 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 the servers of the European Commission. 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.

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.

Audio-visual recordings will be published based on consent.

### **7.1 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).

Registration for the meeting takes place via a Commission website (<https://ec.europa.eu/eusurvey/>), the cookies employed by the Commission on the registrant’s device for that purpose will be covered by the cookie policy of the Commission, which is available here: [https://ec.europa.eu/info/cookies\\_en](https://ec.europa.eu/info/cookies_en).

The collection, aggregation and anonymising operations are performed in the data centre of the European Commission under adequate security measures.

Cookies are stored by Europa Analytics, the corporate service which measures the effectiveness and efficiency of the European Commission's websites on EUROPA. More information is available in the Record of Processing DPR-EC-00685 (Europa Analytics).

Should you wish to opt your personal data out of our anonymised, aggregated statistics, you can do so on our cookies page. In particular, you can control and/or delete those cookies as you wish.

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

We may use third party IT tools to inform about and promote the workshops and share conclusions, reflections or feedback on the workshops through widely used communication channels, including 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 may be able to watch our videos, which may be also uploaded to one of our social media pages and follow links from our website to other relevant social media.

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 carefully read the relevant privacy policies of the social media tools used [Twitter](#), [LinkedIn](#), [YouTube](#) and [Facebook](#). 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.

Please note that given the COVID situation these workshops will be held using a third party IT service called Cisco Webex. This IT tool has its own cookies and privacy policies (available here: Cisco Webex Meetings Commission Record [DPR-EC-05006](#) and [Cisco Webex Privacy Policy](#)) over which the Commission has no control. By accepting to participate into this meeting, the participants consent to the processing of their personal data via Zoom and accept its privacy policy.

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.

### **7.3 Transfers**

Please note that pursuant to Article 3(13) of Regulation (EU) 2018/1725 public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The further processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

## **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.

The European Commission will ensure that the data subjects can exercise their right to object to processing whenever possible by the organisers of the workshops (for example, on the spot by indicating a non-web streamed seat if requested; or ex-post, by deleting a specific sequence from the online video/voice recording).

If 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 data controller. 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 Controller, 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 Controller**

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 Controller: [GROW-STR@ec.europa.eu](mailto:GROW-STR@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>.

This specific processing operation has been included in the DPO's public register with the following Record reference: [DPR-EC-01063](#).