

Alicante, 31 July 2018

Data Protection/Privacy Statement to the attention of EUIPO external participants and visitors, including the processing of sound, video and audio-visual recording/streaming/photographing during meetings/events

Personal data related to external participants and visitors are processed by the Communication Service and the Infrastructures and Buildings Department or in some cases, an external provider of the EUIPO during the organisation and management of meetings/events. The processing is carried out under the responsibility of the Head of the Communication Service, Luis BERENGUER, and the Director of the Infrastructures and Buildings Department, Miguel Angel VILLARROYA, acting as joint data controllers.

This processing operation is subject to [Regulation \(EC\) No 45/2001 on the protection of personal data in the Community institutions and bodies on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data](#). The information in this communication is given pursuant to Articles 11 and 12 of the Regulation (EC) N°45/2001.

If you do not wish that your image or voice is photographed/recorded/web-published, for compelling and legitimate grounds relating to your particular situation, you could either leave and/or not be present in the place where the photographing/recording occurs or contact the meeting/event organiser/hostess, Communication Service and/or Infrastructures and Buildings Department who will accommodate your needs, if possible

1. Who is in charge of the processing of personal data?

Any processing of personal data for the organisation and management of the meetings/events is done under the responsibility of the Communication Service and the Infrastructures and Buildings Department (in some cases, with the assistance of an external processor).

There is the possibility that recordings (audio-visual, audio, streaming, photographs or more) will be carried out during the event/meeting. Any processing of video and audio-visual recording/photographing during meetings/events is the responsibility of the Communication Service. Any processing of audio recordings and streaming during meetings/events is the responsibility of the Infrastructures and Buildings Department.

If any recording is carried out by a service provider, the Communication Service and the Infrastructures and Buildings Department, acting as the data controller for these recordings, will monitor and verify the implementation of the required organisational and technical security measures necessary to ensure compliance with the Regulation (EC) N°45/2001.

2. What are the purposes of the processing operations?

Personal data are processed for the purposes of organising and managing the event, coordinating any required follow-up activities, and communication/transparency purposes. This may include registration and accommodation for event participants; minute-taking and distribution of minutes; recorded interviews; web-publication, publication on the in-house

magazine or other media channels such as streaming; to enable EUIPO to provide the participants with further information on the particular meetings/events in the future, etc.

3. What categories of personal data does the EUIPO process and how?

Prior and during an event, EUIPO will process identification data of the event/meeting participants that would allow EUIPO to organise and manage the event/meeting. This includes the name, surname, ID number (or equally identifying document's entry, such as passport number), email, phone number, address, and more.

In addition, there is the possibility that sound, video, or audio-visual recordings will be carried out during the event, including the possibility of participating in interviews/workshops, etc. If that is the case, images/photos, voice, statements, opinions, etc. may be processed depending on the type of recording and the purpose(s) of the recording.

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

Personal data related to external participants and visitors are made accessible to a public mainly composed of EUIPO staff members, and possibly of externals and the general public.

Personal data are notably accessible through internal communication tools such as the internal website "Insite", the in-house magazine 'Backstage', videos visualised at events, the EUIPO news programs, pictures, presentations, live web-streaming and/or audio and video recording of speakers, participants and organisers might be made available freely on the internet in the framework of EUIPO activities etc.

The recipients of personal data might vary depending on the type of the recording and the purpose of the meeting/event. The purpose can vary from minute-taking, to publication on the EUIPO websites for communication or transparency purposes or on the in-house magazine or recording for internal purposes.

Specific information on the exact recipients is to be provided by the Communication Service, Infrastructures and Buildings Department and/or meeting/event organisers upon request.

5. How do we protect and safeguard your information?

The controller implements 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 to it.

If any processing of personal data is carried out by a service provider, the Communication Service and the Infrastructures and Buildings Department, acting as the data controller for this processing, will monitor and verify the implementation of the required organisational and technical security measures necessary to ensure compliance with the Regulation (EC) N°45/2001.

In principle, the team in charge of the recording are the only ones to have access to raw audio and video recordings/streaming/photographing processed under the responsibility of the data controllers. Access to the raw data is restricted only to those that, with explicit permissions, can see the material therein.

6. How can you access, verify, modify or delete your data?

You have the right to access, rectify, block, and erase your personal data in the cases foreseen by Articles 13, 14, 15 and 16 of Regulation (EC) N°45/2001 by submitting a written request to the EUIPO data controller and by explicitly specifying your request.

The requests are to be dealt with immediately upon verification of the legality of the said and not later than one month after the 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. 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 are the legal bases for processing this data?

Processing operations are subject to Regulation (EC) No 45/2001 on the protection of personal data in the Community institutions and bodies on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

- Article 5(a) (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) and
- Article 5(b) (Processing is necessary for compliance with a legal obligation to which the controller is subject).
- Article 5(c) 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,

In addition, personal data are collected and processed in accordance with the Data protection internal rules for processing personal data when organising and conducting meetings and events initiated/implemented by EUIPO.

8. Where and how long does the controller store your personal data?

Personal data processed by the Data Controllers or the service providers under their supervision are generally stored for the period of time necessary to achieve the purpose for which they will be processed.

Personal data associated with the organisation, coordination and follow-up of the event is stored in secure IT systems according to the security standards of the Office. EUIPO systems and servers are password protected and require an authorised username and password to access. The information is stored securely so as to safeguard the confidentiality and privacy of the data therein.

The recording team stores audio and video recordings/streaming/photographing in a specialised archive management system.

All persons dealing with personal data in the context of the IT Systems, at any stage, shall sign a confidentiality declaration and/or non-disclosure agreement.

Personal data associated with the event must be erased latest after one year following the last action in relation to the concerned activity. Nevertheless, some personal data might be kept for educational, institutional, historic, informational and/or promotional (internally and externally) for a longer period of time if they have been published on the EUIPO Intranet, EUIPO website, made available via other Office's social media channels or the learning portal of the Academy. If this is the case, the personal data will be limited as much as possible, for example, keeping only the name, surname, and photos.

9. Contact Information

Should you have any queries concerning the processing of your personal data, please address them to the data controller, Director of Infrastructures and Buildings Department under the following mailbox: ibddpc@euipo.europa.eu and Head of the Communication Service, Luis BERENGUER under the following mailbox: PersonalDataCS@euipo.europa.eu.

You may consult EUIPO's Data Protection Officer under the following mailbox: DataProtectionOfficer@euipo.europa.eu.

Appeals:

Complaints, in cases where the conflict is not resolved by the Data Controller and/or the Data Protection Officer, can be addressed at any time to the European Data Protection Supervisor under the following mailbox: edps@edps.europa.eu.