

Privacy Statement for EUIPO external participants 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, namely data that can identify you directly or indirectly, will be handled fairly and 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 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.

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

Personal data is processed when organising and managing events and coordinating any required follow-up activities, as well as for accountability and communication/transparency purposes. This may include registration and accommodation for event participants; logistic support before and during the event, minute-taking and distribution of minutes; 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.

2. What personal data do we process?

Prior to and during an event, the EUIPO processes participants' identification data to organise and manage the event/meeting. This includes the title, name, surname, ID number (such as a passport number), email, position held, organisation/institution, country, city of departure, bank details for reimbursements, credit card details (for the paid event that takes place once per year), and mobile phone number in case of emergencies. Depending on the nature of the 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 event, including while participating in 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 recording.

If you do not want your image or voice photographed/recorded/web-published, for compelling and legitimate grounds, you can choose not to be present when 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.

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3. Who is responsible for processing the data?

The processing of personal data is carried out under the responsibility of the Infrastructures and Buildings Department (IBD) director, and, in some events, under the responsibility of the head of Communication Service as well, both acting as the delegated EUIPO data controllers.

Personal data may be processed by IBD's hospitality, security and logistics internal teams and external providers like the events management provider 'Pomilio Blumm' and its subcontractors. For some events, the data may be processed as well by Communication service's internal teams and their external providers.

4. Who has access to your personal data and to whom is it 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 and the general public.

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

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

Specific information on the exact recipients is available from the Communication Service, Infrastructures and Buildings Department and/or meeting/event organisers 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 of, or access.

All personal data related to the organisation and management of 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 events sign a confidentiality declaration.

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If any processing of personal data is carried out by a service provider, the Communication Service and Infrastructures and Buildings Department, acting as data controllers will monitor and verify the implementation of the required organisational and technical security measures needed to ensure compliance with Regulation (EU) 2018/1725.

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 restriction of processing or object 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 delegated data controller, the Infrastructures and Buildings Department director and the head of the Communication Service.

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.

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

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

- Article 5.1.(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;
- Article 5.1.(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.
- Article 5.1.(d), the data subject has unambiguously given his or her consent (applicable only for the health-related data collected during the registration for an event). Health-related data under Article 5.1.(d) will only be processed 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 this data.
- Article 5.1.(e), 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 an event).

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

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8. How long do we store your data?

Personal data processed by 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 have been processed.

Personal data (name, number, position, organisation, city of departure, country and signature) can be stored for accountability purposes for a maximum period of 7 years.

The rest of the data (except for the email address of participants) are deleted 6 months after the event at the latest. Health-related data is stored for 6 months if the participant has not withdrawn his/her consent, in which case the data will be immediately deleted.

Email addresses can be stored for up to 2 years after the event in order to ensure that the organiser of the event can contact the participant if needed (for the purpose of reimbursement of costs or other issues related to the attendance of the participant).

Nevertheless, some personal data (sound, video and audio-visual recordings/photographs of events/meetings) might be kept for educational, institutional, historic, informational and/or promotional (internally and externally) reasons for a longer period of time if they have been 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.

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, the IBD director at the following email address: ibddpc@euipo.europa.eu and the head of the Communication Service at the following email address: PersonalDataCS@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.