

EEAS PRIVACY STATEMENT - DATA PROTECTION NOTICE

FOR THE PURPOSE OF
PROCESSING PERSONAL DATA RELATED TO
**SCHUMAN SECURITY AND DEFENCE FORUM 2026,
INCLUDING THE THINK TANKS EVENT**
17 – 18 NOVEMBER 2026
ORGANISED BY THE EEAS

1. INTRODUCTION

The protection of your personal data and privacy is of great importance to the External Action Service (EEAS), including the Delegations of the European Union and the European Commission, in particular the Service for Foreign Policy Instruments (FPI). You have the right under EU law to be informed when your personal data is processed [collected, used, stored] as well as about the purpose and details of that processing.

When handling personal data, we respect the principles of the Charter of Fundamental Rights of the European Union, and in particular Article 8 on data protection. Your personal data are processed in accordance with Regulation (EU) 2018/1725 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, aligned with Regulation (EU) 2016/679, the General Data Protection Regulation. In this privacy statement you find information about how the EEAS and the EU Delegations process your personal data and what rights you have as a data subject.

2. PURPOSE OF DATA PROCESSING: Why do we process your data?

Purpose:

The purpose of the data processing is to ensure proper organisation, management and follow-up of the Schuman Security and Defence Forum and the accompanying Think Tanks event by the EEAS Division MD-PSD.PCM.2 - Peace, Security and Defence Partnerships and the Service for Foreign Policy Instruments (FPI) of the European Commission. The organisation includes the management of contact and mailing lists for invitations, handling of participation requests and feedback, the preparation and distribution of preparatory materials to the participants. Your personal data will not be used for automated decision-making, nor profiling.

Description:

The Schuman Security and Defence Forum on 18 November 2026 will take place in the premises of the European Parliament in Brussels. The accompanying Think Tanks event will take place in Sofitel hotel on 17 November 2026. The conference is organised by the contractor STANTEC under the relevant framework contract. In relation to the Schuman Security and Defence Forum and related Think Tanks Event, organised by the EEAS, your personal data, including your name, contact details and administrative information are collected to facilitate your participation in the event, the preparation and distribution of preparatory materials, meeting reports, news items and publications to the participants and to the public, to implement organisational arrangements and your entry to the building.

You might be photographed/filmed during the event. The EEAS may disclose, publish, or transmit such visual material through its communication channels (including social media accounts and channels) to promote EU values and disseminate related information to the public.

Please note that the opening and closing sessions of the Schuman Forum on 18 November 2026 may be webcast and recorded for communication and information purposes.

Participants who do not wish to be photographed or recorded can take seats in the back rows or any marked area which will not be recorded, nor photographed. If participants who appear on captions or photos, want to object, they can send an email to SCHUMAN-FORUM-2026@eeas.europa.eu with the subject "OBJECT" and their data for further identification, including description of where they appear and their faces will be blurred on the photos.

3. DATA PROCESSED: What data do we process?

I. Personal data is collected, used and kept only to the extent necessary for the purposes above. Data, including personal data, that may be processed, are the following:

- Data provided for the participation, including the registration/ the presence list (kept to minimum) including name, first name, e-mail address, organizational entity
- contact details (function/title, first name, last name, name of organisation, city, country, e-mail address, telephone number);
- nationality, date of birth, passport or identity card number and dates of issue and expiry may be collected, so that the data subjects may obtain access to the premises where the meeting/event is held;
- dietary requests (if any) and/or specific access requirements.
- information provided (including interventions, speeches, comments) and material (including recording, videos and photographs)
- Material shared and contributions during the conference (presentation, handout, etc.)

- Videos/photos

Personal data collected during registration for the Think Tanks event will be transferred by Stantec to the European Parliament for the sole purpose of facilitating participants' accreditation and access to the Schuman Forum conference on 18 November 2026.

The data transferred will include:

- First name(s) and surname(s), as indicated on the identity document or passport used for registration;
- Nationality;
- Date of birth;
- Identity document or passport number;

Identity document or passport expiry date.

II. Data Collection via Websites

Registration will be carried out exclusively through the Crowdio platform (<https://crowdio.eu/>), managed by Stantec. No other website will be used for the collection of participants' registration data. The platform may use technical tools, such as cookies, to ensure proper functionality, collect statistics, and enhance the user experience. Personal data will be processed solely for registration and event management purposes, in accordance with applicable data protection legislation.

4. DATA CONTROLLER: Who is entrusted with processing your data?

The data controllers determining the purpose and means of the processing are the **European External Action Service, Secretariat-General of the EEAS, Service of Deputy Secretary General CSDP and Crisis Response, Common Security and Defence Policy, Security and Defence Policy Action Service (EEAS)** and the **European Commission, Service for Foreign Policy Instruments (FPI), FPI.3 Unit, Crisis Response Europa, Asia and Americas**

5. RECIPIENTS OF THE PERSONAL DATA: Who has access to your data?

In general, access to your personal data is provided to the EEAS staff responsible for carrying out the present data processing and to its authorised staff based on the "need to know" principle.

The recipients of your data may be:

- Designated organising staff of the EEAS, particularly the Security and Defence Policy Action Service of the EEAS and FPI.3 Unit, Crisis Response Europa, Asia and Americas of the European Commission.
- Participants, technical and organisational staff of the EEAS division (PCM.2) and of the venues, if relevant
- For the web streamed sessions: Staff authorised by the data controller
- Service providers:
 - STANTEC

The service providers operating the online tools and facilitating the venue as well as their sub-processors are also recipients of your data. Safeguards, such as contractual clauses and data storage in the EU, are provided to protect your data and your rights. The providers will process data on documented instructions and on behalf of the EEAS/EU Delegation in accordance with Article 29 of Regulation (EU) 2018/1725.

Data will not be communicated to third parties, except where necessary for the purposes outlined above and will not be used for direct marketing. Under certain conditions outlined in law, we may disclose your information to third parties in the framework of a particular inquiry in accordance with Union or Member State law (such as the European Anti-Fraud Office, the Court of Auditors, or law enforcement authorities) if it is necessary and proportionate for lawful, specific purposes.

6. ACCESS, RECTIFICATION AND ERASURE OF DATA: What rights do you have?

You have the right of access to your personal data and the right to correct any inaccurate or incomplete personal data. The right of rectification can only apply to factual data processed. Under certain conditions, you have the right to ask the deletion of your personal data or restrict their use as well as to object at any time to the processing of your personal data on grounds relating to your particular situation. We will consider your request, take a decision and communicate it to you without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary. For more detailed legal references, you can find information in Articles 14 to 21, 23 and 24 of Regulation (EU) 2018/1725. In specific cases, restrictions under Article 25 of the Regulation may apply. If you have consented to recording a session, you have the right to withdraw your consent to its use by notifying the data controller. In this case, the EEAS will make every effort to remove your contribution from the recording. The withdrawal of your consent will not affect the lawfulness of the processing carried out before you have withdrawn the consent. If you wish to exercise your rights or have questions concerning the processing of your personal data, you may address them to the Data Controller via the functional mailbox:

SCHUMAN-FORUM-2026@eeas.europa.eu

7. LEGAL BASIS: On what grounds we collect your data?

Lawfulness of the data processing

The processing of personal data related to the Schuman Security and Defence Forum 2026 including the Think Tanks Event organised by the EEAS is necessary for the performance of a task carried out in the public interest [Article 5(1)(a) of Regulation (EU) 2018/1725], as mandated by the Treaties, in particular by articles 5, 11, 20, 21-40, 42, 43 of the Treaty on European Union (TEU) and 2 (4) and (5), 205, 220-221, 326 – 334 of the Treaty on the Functioning of the European Union (TFEU) as well as needed, in particular, for the management and functioning of the EEAS [Article 5(1)(a) of Regulation (EU) 2018/1725] as referred to in Recital 22 thereof.

Your consent is the legal basis for disclosure, publication or transmission of pictures and videos taken during the event through EU communication channels (including social media accounts and channels) to promote EU values and disseminate related information to the public.

You can withdraw your consent at any time and object to the processing by notifying the organisers via the functional mailbox: SCHUMAN-FORUM-2026@eeas.europa.eu. This does not affect the legality of processing your data and using your content before we receive your withdrawal. After having received the notification about withdrawal, we will remove the concerned material within a reasonable time period as feasible.

The processing is also necessary for archiving purposes. Archiving shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Legal reference:

Shared Vision, Common Action: A Stronger Europe - A Global Strategy for the European Union's Foreign and Security Policy of June 2016 and Council Conclusions of October 2016 where the Council of the European Union emphasises *"the need of joining up efforts in the field of public diplomacy including strategic communication, inside and outside the EU, to speak with one voice and ultimately promote its core values"*.

Further reference:

Council Decision of 26 July 2010 establishing the organisation and functioning of the EEAS (2010/427/EU) (OJ L 201, 3/8/2010, p. 30)

8. TIME LIMIT - DATA STORING: For what period and how we process your data?

Our aim is to keep your personal data not longer than necessary for the purposes we collect them. The Data Controller only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing.

- All personal data related to the organisation and management of the Think Tanks Event and the Schuman Security and Defence Forum 2026 (this includes the information given during the registration, before, during or after the event) will be deleted one year after the last action in relation to the Think Tanks Event and the Schuman Security and Defence Forum 2026
- Sensitive personal data relating to dietary and/or access requirements will be deleted as soon as they are no longer necessary for the purpose for which they have been collected in the framework of the Think Tanks Event and the Schuman Security and Defence Forum 2026, but no later than within 1 month after the end of the Think Tanks Event and the Schuman Security and Defence Forum 2026.
- Recordings from the web-streamed The Think Tanks Event and the Schuman Security and Defence Forum 2026 will be kept for 2 years before being deleted. More information is available in the Record of Processing [DPR-EC-00306](#) (Web-streaming of Commission events) and in the [EEAS Privacy Statement for EVENTS & MEETINGS via VTC tools](#).
- In case of audio-visual recording of the Think Tanks Event and the Schuman Security and Defence Forum 2026, the recordings will be kept for 3 months after the Think Tanks Event and the Schuman Security and Defence Forum 2026 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)).
- Personal data shared with the controller for future mailing purposes (e.g., for receiving newsletters or invitations to similar events) are processed in line with the Record of Processing [DPR-EC-03928](#) on Management of subscriptions to receive information and with the [EEAS Privacy Statement for EVENTS & MEETINGS via VTC tools](#) and [EEAS Privacy Statement about contact lists and specific newsletters](#).

Security of data:

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored either on the servers of the European Commission and the servers of STANTEC, contractor. 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. The contractors are bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission, and by the confidentiality obligations deriving from the General Data Protection Regulation ('GDPR' - Regulation (EU) 2016/679) In order to protect your personal data, the Commission and the EEAS have put in place a number of technical and organisational measures. Appropriate organisational and technical measures are ensured according to Article 33 of Reg. (EU) 2018/1725. The collected personal data are stored on servers that abide by pertinent security rules. Data is processed by assigned staff members. Access to specific files requires authorisation. Measures are provided to prevent unauthorised entities from access, alteration, deletion, disclosure of data. General access to personal data is only possible to recipients with a UserID/Password. Physical copies of personal data are stored in a properly secured manner

9. EEAS DATA PROTECTION OFFICER: Any questions to the DPO?

If you have enquiries, you can also contact the EEAS Data Protection Officer at data-protection@eeas.europa.eu.

10. RECOURSE

You have, at any time, the right to have recourse to the European Data Protection Supervisor at edps@edps.europa.eu.