

PRIVACY STATEMENT - DATA PROTECTION NOTICE

FOR THE PURPOSE OF
**PROCESSING PERSONAL DATA RELATED TO
THE EVENT
EU-CA POLICY WORKSHOP FOR CENTRAL ASIAN DIPLOMATS
14-16 APRIL 2026**

1. INTRODUCTION

The protection of your personal data and privacy is of great importance to the EU institutions and bodies, including the European External Action Service (EEAS) with the Union Delegations and the Service for Foreign Policy of the European Commission (FPI).

You have the right under EU law to be informed when your personal data is processed [e.g. 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 EC, the EEAS and EU Delegations process your personal data and what rights you have as a data subject.

More information is available in the Records of Processing: [Processing of personal data linked to meetings and events | DPR-EC-01063](#) and in the [Events and Meetings organised by EEAS services and EU Delegations | EEAS Record 101](#).

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

The EEAS (EURCA.CARO.2 - Central Asia) and the Foreign Policy Instruments Service (FPI) of the European Commission collect and further process your personal data to ensure proper organisation and management of the event "CA Policy Workshop" in Belgium, and to provide you with information about it and to process your application for participation in the above-mentioned event. This includes disseminating information among participants and to the public, enhancing cooperation, networking, facilitating exchange fora, often web-based. It is also intended to further contact participants and to promote EU Public Diplomacy permitting to engage individuals in public diplomacy activities and other events. You can find information on the legal basis in Point 7 of this Privacy Statement.

Description of processing:

The organisation and follow-up of the event "CA Policy Workshop" includes the management of contact and mailings lists for invitations, handling of participation requests and feedbacks, the preparation and distribution of preparatory material, meeting reports, news items and publications to the participants as well as catering and travel arrangements, accommodation and the entry to the premises. In the framework of organising meetings and events the following processing may take place:

- *to send e-mails, invitation letters; collect names, postal/e-mail addresses, phone/fax numbers, by electronic/manual means; publish participants lists and distribute it to participants and organisers;*
- *to collect and manage lists and mailing-lists for meetings, news and publications;*
- *if relevant, handle dietary and special assistance needs and to follow up reimbursement of travel expenses and payment of daily allowances;*
- *publication and communication activity related to the event "EU-CA Policy Workshop" for dissemination purposes includes the publication of information about the event/meeting on the EEAS/FPI Intranet and/or on the EEAS/FPI website and the facilitation of photos and videos, web streaming, audio or video recording during the event/meeting.*

The audience or non-speaker participants might also be photographed individually or in groups. Audio-visual recording of the speakers, organisers and participants, as well as photographs of the speakers, participants and organisers at the "CA Policy Workshop" will be taken and may be published on the websites of the EEAS and/or FPI, and on social media accounts of the EEAS and FPI.

Participants who do not wish to be part of the above recording/publishing activities and who do not wish to be photographed have the possibility to object to the processing of their data. They can take seats in the back rows which will not be recorded, nor photographed. If participants who appear on the photos wish to object, they can send an email to FPN_rapidmechanism@stantec.com 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.

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

3. DATA PROCESSED: What data do we process?

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

- *Identification and contact data, including name, title, profession, function, postal/e-mail address, phone numbers and any other administrative information and contact details*
- *Biography or CV if needed*
- *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/event is held*
- *Dietary requests (if any) or specific access requirements*
- *information provided (including interventions, speeches, comments) and material (including recording, videos and photographs) during the Forum*

Data collection by websites: when using online applications, websites may apply dynamic tools such as cookies for technical functioning, gathering statistics and providing a personalised experience for you as a user. More information about cookies can be found on the specific websites.

Disclaimer:

The organisers waive responsibility of videos/photos taken, shared, published by participants or other individuals, including journalists and other members of the press not contracted by the EEAS/EU Delegations - FPI.

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 (EEAS)**
Division Central Asia, EEAS EURCA.EAST.4

and the **European Commission, Service for Foreign Policy Instruments (FPI),**
FPI.3 Unit, Rapid Response Europa, Asia and Americas

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

Access to your personal data is provided to the FPI and EEAS staff responsible for carrying out this processing operation and to other authorised Commission and EEAS staff according to the "need to know" principle. This includes, in particular staff of EEAS staff in the EEAS EURCA.CARO.2 - Central Asia and Commission staff of the Foreign Policy Instruments Service of the European Commission (FPI.3).

Such staff abide by statutory, and when required, additional confidentiality agreements. Where necessary, we may also share your information with service providers for the purposes of organising the 'CA Policy Workshop':

Service provider 1: FCM TRAVEL (for travel organisation purposes), Rue De Genleau 5, B-1380 Lasne

Service provider 2: Renaissance Hotel (event venue for granting access to the event premises), Rue du Parnasse 19, 1050 Ixelles, Bruxelles

Personal data is not intended to be transferred to a third country or an international organisation to provide access to recipients as described above.

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.

Personal data is to be transferred to a third country or an international organisation as per the above only if you consent to sharing your personal data in the list of attendees and there may be participants from third countries and international organisations not providing the level of protection of your personal data as it is in the EU. These participants may share your data with their employers or other organisations, including national security agencies.

We will not communicate your personal data to third parties, except to the extent and for the purposes described above or when we are required to do so by law. Service providers abide by contractual clauses for the protection of your data and 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 shared with third parties for direct marketing. The service provider abide by contractual clauses for the protection of your data. Under certain conditions outlined in law, we may disclose your information to third parties, (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. Service providers will process data on documented instructions and on behalf of the EEAS/EU Delegation or FPI in accordance with Article 29 of Regulation (EU) 2018/1725. More information on how the provider processes personal data on the website of the contracted organisation. Data will not be communicated to third parties, except where necessary for the purposes outlined above.

Social Media

The EEAS and the FPI use social media to promote and inform about events and meetings through widely used and contemporary channels. In addition to the [EEAS Webpage](#) or [FPI webpage](#), videos may be uploaded to the [EEAS YouTube](#) channel and links from our websites can appear on [EEAS X](#), [Instagram](#), [Flickr](#) and [Facebook](#) and on [FPI X](#). The use of social media does not in any way imply endorsement of the privacy policies of the social media providers. We recommend that users read the [X](#), [Flickr](#), [Facebook](#), [Instagram](#) and [YouTube](#) privacy policies which explain their data processing policy, use of data, users' rights and the way how users can protect their privacy when using these services.

Social media accounts that will be used under this are:

- X: @eu_eeas; @EU_FPI
- LinkedIn:
<https://www.linkedin.com/company/european-external-action-service/mycompany/>
- Facebook: <https://www.facebook.com/EuropeanExternalActionService/>
- Instagram: <https://www.instagram.com/eudiplomacy/>

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 your inaccurate, or incomplete personal data taking into account the purpose of the processing. 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. 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/FPI 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. In specific cases, restrictions under Article 25 of the Regulation may apply. 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(s).

To contact the data controllers in general, please use the following functional mailboxes:

FPI-3@ec.europa.eu and POL-EURCA-EAST-4@eeas.europa.eu and specifically:

FPI-RAPID-MECHANISM-FPN@EC.EUROPA.EU

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

Lawfulness of the data processing

The processing of personal data linked to the organisation, management, follow-up and promotion of event *EU-CA Policy Workshop* are 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).

Your consent according to Article 5 (1) d of Regulation (EU) 2018/1725 is required for:

- the processing of your personal data relating to your dietary requirements and/or access requirements;
- the sharing of the meeting/event attendee list containing your name and affiliation among participants, in order to create working groups to continue the collaborate work launched during the meeting/event with the EEAS and the EC-FPI Units in charge of this event; Your attention is drawn to the fact that there may be participants from third countries and international organisations not providing the level of protection of your personal data as it is in the EU. These participants may share your data with their employers or other organisations, including national security agencies.
- the processing of your personal data relating to the audio-visual materials of the meeting/event (including recording, videos and photographs)
- the processing of your personal data for managing a permanent contact list created and shared internally among EEAS services and FPI for the purpose of promoting EU activities/events and disseminating information. You can find more information about how your personal data are processed in this case on https://www.eeas.europa.eu/eeas/eeas-privacy-statement-events-meetings-etc-tools_en and in the Record of Processing [DPR-EC-03928](#) on Management of subscriptions to receive inform

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 box(es) on the online registration form.

Your consent for these services can be withdrawn at any time:

- for unsubscribing from the follow-up information, please send an email to FPI-RAPID-MECHANISM-FPN@EC.EUROPA.EU
- for withdrawing consent that you have provided concerning dietary requirements and sharing the attendee list, please contact the controller of the meeting/event at FPI-RAPID-MECHANISM-FPN@EC.EUROPA.EU
- for withdrawing consent concerning the permanent contact list, please contact the controller of contact lists on: FPI-RAPID-MECHANISM-FPN@EC.EUROPA.EU.

If you do not wish for some personal data, including photos, to be published on the web, you also have the option not to provide consent. You can withdraw your consent at any time and you also have the option to give consent only to one or more data processing activities at the functional mailbox under Point 6.

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.

Further references:

Treaty on European Union (Lisbon Treaty), Article 2, Official Journal of the European Union C 83/17, 30 March 2010
Article 1 (Nature and Scope), 2 (Tasks) and 3 (Cooperation) of the 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)

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) and 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"*.

The European Union's objectives in its external relations are defined in Article 3(5) of the Lisbon Treaty as follows: *"In its relations with the wider world, the Union shall uphold and promote its values and interests and contribute to the protection of its citizens. It shall contribute to peace, security, the sustainable development of the Earth, solidarity and mutual respect among peoples, free and fair trade, eradication of poverty and the protection of human rights, in particular the rights of the child, as well as to the strict observance and the development of international law, including respect for the principles of the United Nations Charter"*.

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. After the event, your data are kept as long as follow-up actions to the event are required. Reports and other material containing personal data are archived according to e-Domec policy.

Personal data may be kept for information and historical, statistical or scientific purposes for a longer period of time including the publication on the EU Delegation webpage and EEAS Intranet or EEAS website with appropriate safeguards in place.

For each of the categories of personal data that is processed, please find below the retention details and the reference to the relevant record of processing:

- All personal data related to the organisation and management of the *event "EU-CA Policy Workshop"* (this includes the information given during the registration, before, during or after the event) will be kept for five years after the event. Personal data may, however, be part of a contact list shared internally among EEAS/FPI services for the purpose of promoting future EU activities and disseminating information. The privacy statement on public diplomacy initiatives is also available on the EEAS website.
- Financial data related to the event will be kept for a maximum period of 10 years after the end of the event or meeting for auditing purposes.
- 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 event "EU-CA Policy Workshop", but no later than within 1 month after the end of the event.
- In case of audio-visual recording of the event "EU-CA Policy Workshop", the recordings will be kept for 3 months after the event 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 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](#) (Management of subscriptions to receive information) and the specific privacy statement prepared by the organising Commission service and with the EEAS record of eDPO 101 on Meetings and Events and the EEAS record of eDPO 1441 on Contact lists and Newsletters.

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.

Personal data may be kept for information and historical, statistical or scientific purposes for a longer period of time including the publication on the EU Delegation webpage and EEAS Intranet or EEAS website with appropriate safeguards in place.

Security of data

The EEAS, the EU Delegation and FPI strive to ensure a high level of security for your personal data. 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. Files have authorised access. 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 are stored in a secured manner. In case a service provider is contracted, as a processor, the collected data may be stored electronically by the external contractor, who has to guarantee data protection and confidentiality required by the Reg. (EU) 2018/1725. These measures also provide a high level of assurance for the confidentiality and integrity of the communication between you [your browser] and the EEAS/EU Delegation – FPI. Nevertheless, a residual risk always exists for communication over the internet, including email exchange. The EEAS relies on services provided by other EU institutions, primarily the European Commission, to support the security and performance of the EEAS website.

9. EEAS/FPI 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 or for the FPI at FPI-DATA-PROTECTION@ec.europa.eu, or the Data Protection Officer of the European Commission at data-protection-officer@ec.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.