

# EEAS PRIVACY STATEMENT - DATA PROTECTION NOTICE

## FOR THE PURPOSE OF PROCESSING PERSONAL DATA RELATED TO THE EXHIBITIONS ORGANISED BY EEAS HEADQUARTERS AND EU DELEGATIONS

### 1. INTRODUCTION

The protection of your personal data and privacy is of great importance to the European External Action Service (EEAS), including the Union Delegations of the European Union.

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, with Regulation (EU) 2016/679, the General Data Protection Regulation and the Council of Europe Regulations on the Protection of Personal Data adopted by the Committee of Ministers on 15 June 2022. In this privacy statement you find information about how the Delegation of the European Union to the Council of Europe, in partnership with the Council of Europe and the Permanent Representations of the Netherlands and the United Kingdom to the Council of Europe process your personal data and what rights you have as a data subject.

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

The purpose of the processing is to ensure proper organisation and management of the physical and online exhibitions organised by the various services of EEAS Headquarters and of the Delegations of the European Union.

- The organisation of exhibitions includes handling of participants' submissions, including their materials submitted, respectively to be displayed, contact details and other administrative information, the display of the materials and accompanying information and the preparation and distribution of information materials, news items and publications.
- Publication and communication activity related to exhibitions organised by the EEAS Headquarters or by Delegations of the European Union includes the publication of information about the exhibition and the exhibitors, including the EEAS intranet and internet pages, social media channels and, if relevant, of the webpages of EU Delegations.

### 3. DATA PROCESSED: What data do we process?

Personal data will be collected, used and kept only to the extent necessary for the purposes above. Data, that may be processed, are the following.

- Data on the application and consent form, including;
  - o Name
  - o Position
  - o Organisational entity
  - o Contact data
- Materials provided and information related to them,
- Consent given
- Request to return the submitted exhibition materials and information related to their return

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

The data controller determining the purpose and means of the processing is:

#### **SG.STRAT.2 - Global Communication, International Cultural Relations and Public Diplomacy**

In case of an exhibition organised by a specific EU Delegation, the data controller is  
**the EU Delegation organising the exhibition.**

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

The recipients of your data may be:

- Designated organising staff of the EEAS Headquarters and the EU Delegation ;
- Assigned staff of other EU institutions and other assigned organiser team members if required for the organisation or communication activities;
- Assigned staff of EU institutions and of organisations mandated by the organisers of the exhibition to select or to evaluate the exhibited materials or to create communication materials about them;
- Technical staff supporting the exhibition;
- Data may be shared with the following service providers: staff of EU based or local service providers participating in organising and implementing the exhibition and in communication activities related to the exhibition.

Data will not be communicated to third parties, except where necessary for the purposes outlined above. No personal data is transferred to third countries or to international organisations except for the purposes outlined above.

Data will not be shared with third parties for direct marketing.

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.

### **Social Media**

The EEAS uses social media to promote and inform about events and meetings through widely used and contemporary channels. In addition to the [EEAS Webpage](#), information, images and videos may be uploaded to the [EEAS YouTube](#) channel and links from our website can appear on [Twitter](#), [Instagram](#), [LinkedIn](#), [Facebook](#), [Mastodon](#) and [Threads](#). The use of social media does not in any way imply endorsement of them or their privacy policies. We recommend that users read the [Twitter](#), [Facebook](#), [Instagram](#), [LinkedIn](#), 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.

### **6. ACCESS, RECTIFICATION, 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. 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 would like to exercise your rights or have questions concerning the processing of your personal data, you may address the relevant functional mailbox:

**[EXHIBITIONS@eeas.europa.eu](mailto:EXHIBITIONS@eeas.europa.eu)**

**or to the Functional Mailbox of the EU Delegation organising the exhibition.**

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

The processing of personal data related to the organisation of the exhibition (collecting, using for contacts) is necessary for the performance of a task carried out in the public interest [Article 5(1)(a) of Regulation (EU) 2018/1725 as referred to in Recital 22 thereto]. Processing of personal data for communication activities of the EEAS, including displaying information about the authors on the exhibition is based on your consent, as indicated in the consent form.

You certify that you have prepared the materials yourself or have the full right to submit them to the exhibition and to give your consent to the use of materials as indicated on the consent form.

You are responsible for acquiring the consent of the individuals appearing on your materials submitted according to paragraph 11 of Article 4 and to Articles 7 and 8 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, GDPR).

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 legal 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. After the conclusion of the exhibition, your data are kept as long as follow-up actions to the exhibition are required. Reports and other material about the organisation of the exhibition containing personal data are archived according to e-Domec policy (for information see [https://commission.europa.eu/about-european-commission/service-standards-and-principles/transparency/access-documents/information-and-document-management/archival-policy/document-management-and-archival-policy\\_en](https://commission.europa.eu/about-european-commission/service-standards-and-principles/transparency/access-documents/information-and-document-management/archival-policy/document-management-and-archival-policy_en)). Materials will only be returned if this is requested in advance.

Personal data not covered by the e-Domec archiving policy will be deleted the latest five years after the last action in relation to the exhibition. Personal data may be kept for information and historical, statistical or scientific purposes for a longer period of time with appropriate safeguards in place.

**Security of data:** The Delegation of the European Union to the Council of Europe, the Council of Europe, and the Permanent Representation of United Kingdom and the Netherlands to the Council of Europe 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. 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 are stored in a secured manner.

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

If you have an enquiry you can also contact the **EEAS Data Protection Officer** at [data-protection@eeas.europa.eu](mailto:data-protection@eeas.europa.eu)

### **10. RECOURSE**

You have the right to have recourse at any time to the **European Data Protection Supervisor** at [edps@edps.europa.eu](mailto:edps@edps.europa.eu)