



**EU Delegation to the Holy See, the Order of Malta, UN Organisations in Rome
and to the Republic of San Marino**

EEAS PRIVACY STATEMENT - DATA PROTECTION NOTICE

FOR THE PURPOSE OF
PROCESSING PERSONAL DATA RELATED TO

THE EVENT – WEBINAR

**“Ending Child Labour by 2025, to Act, Inspire and Scale-up in Agriculture and Value Chains”
ORGANISED BY THE EU DELEGATION TO THE HOLY SEE, ORDER OF MALTA, UN ORGANISATIONS IN ROME
AND TO THE REPUBLIC OF SAN MARINO
BY MEANS OF VIDEO AND TELECONFERENCING (VTC) TOOL**

1. INTRODUCTION

The protection of your personal data and privacy is of great importance to the External Action Service (EEAS) including the Delegations to the European Union as well as to the services of the European Commission, Directorate-General for International Partnerships (INTPA). 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?

The purpose of the data processing is to ensure proper organisation and management of the event “Ending Child Labour by 2025, to Act, Inspire and Scale-up in Agriculture and Value Chains” by the EU Delegation in Rome in order to disseminate information among participants and to the public, enhance cooperation, networking, facilitate exchange fora which are often web-based.

You can find information on the legal basis in Point 7 of this Privacy Statement.

- The organisation of event “Ending Child Labour by 2025, to Act, Inspire and Scale-up in Agriculture and Value Chains” includes the management of contact and mailings lists for invitations, handling of participation requests and feedbacks, the preparation and distribution of preparatory materials, meeting reports, news items and publications to the participants.
- Publication and communication activity related to the event “Ending Child Labour by 2025, to Act, Inspire and Scale-up in Agriculture and Value Chains” for dissemination purposes includes the publication of information about the event on the EEAS Intranet and/or on the EEAS websites and the facilitation of photos and videos, web streaming, audio or video recording during the event.

Your personal data will not be used for automated decision-making including profiling by the EEAS/EU Delegation.

Video and Tele-conferencing (VTC)

Video and Tele-Conferencing will be used in order to meet the objectives outlined above. For this webinar, the EEAS uses Zoom, as a virtual platform and for registering to the event. Registration is implemented through the VTC platform; and personal data, including name, contact e-mail address and country will be processed by Zoom Communications, a U.S. based service provider. When joining the webinar, participants may indicate their name and their organisation and country or provide their first name and the initial of their last name. Participants may opt to provide their full name.

In case participants register to join the webinar and have their data processed by the EU Delegation and the U.S.-based service provider, Zoom Communications, for the registration and the webinar platform.

An alternative will be also provided. Participants will have the opportunity to follow the webinar via webstreaming.

The EU Delegation in Rome intends to livestream the event on YouTube. The link will be available on the website and on the Facebook account of the EU Delegation prior to the event.

Recording of event sessions

To record the event, provided via videoconference, will be necessary to use the event presentations in other events or to share it with participants who cannot participate in real time. The recording can be made available:

- for future reference used by participants and course organisers and for communication activities of the EEAS/EU Delegation;
- for interested individuals who were unable to attend.

This event is intended to be recorded and information about the recording will be included in the registration form on how and when consent to the recording can be provided.

Consent will be requested in advance, irrespective of the length of the recording.

Consent can be provided during registration or in reply to the event invitation. Depending on the tool enabling to limit the recording to the speaker/presenter/moderator only, this option will be chosen in case not all participants agree to the recording. **If participants do not consent to be recorded during the webinar a pseudonym, rather than the full name, could be indicated, when they connect to the session and switch their camera and microphone off as well as refrain from asking questions through their microphone.** Questions can be put using the chat/Q&A function.

When video-conference tools are used, such as Zoom, service providers may become data processors. The aim to use these tools is to guarantee a feasible technical solution to participate at meetings organised online. Further information on data that the IT tools (online platform providers) may process and details of the type of data they may obtain about you and your equipment, and what they use that data for as well as the Privacy Policy of these third party processors are available on their websites, as follows:

- [Zoom Privacy](#)

3. DATA PROCESSED: What data do we process?

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

Participants:

- Personal details: name, surname, including work position, division, e-mail address
- Contact data (e-mail, phone, address – as necessary)
- Identification name (or a pseudonym chosen by the user for online training), login credentials in case of online registrations or where required by the VTC tool
- Data processed by service providers – like logs (please see last paragraph of point 2)
- Pictures, videos
- Data submitted by the participants when connecting to the webinar using the registration or VTC tool (if you do not consent to recording, you can provide a pseudonym, providing an e-mail address is optional)
- Your contribution during the webinar (recording of the session), if you consent to the recording
- VTC conversation history

Speakers/Moderators:

- Data categories detailed above
- Material shared and contribution during the webinar (presentation, handout, etc.)

Please note that due to recording of the webinar, even if you do not share either your audio or your video, your screen name may appear in recordings.

II. In addition, data are also collected from the website or during the event and processed for the purpose of informing the public, promoting EU public diplomacy in communications and publications:

- Photos, audio or video filming and web streaming of speakers, participants or organisers as well as feedbacks, surveys, reports and other information about the event.

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.

III. 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.

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

The data controller determining the purpose and means of the processing is the European External Action Service.

The EU Delegation in Rome is responsible for managing the personal data processing under the supervision of the Head of Delegation and is the controller entity from which you received the invitation to the event “Ending Child Labour by 2025, to Act, Inspire and Scale-up in Agriculture and Value Chains”

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 this data processing activity and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The recipients of your data may be:

- Designated organising staff of the EEAS/EU Delegation
- European Commission assigned staff members designated for the tasks to be implemented, including EC Directorate-General for International Partnerships (INTPA)
- Assigned staff of other EU institutions and other assigned organiser team members, if required
- Security and other partners, contractors, service providers on behalf of the organiser
- Participants, interpreters, technical staff if relevant
- EEAS staff and other EEAS Intranet users (if data published on the EEAS intranet)
- General public (if data made public on the internet, the EEAS website or social media platforms)
- Zoom Communications, a U.S based company, providing the webinar platform and used for the registration of participants

Personal data is intended to be transferred to third countries, including the United States, by using Zoom Communications, to provide access to participants as described above.

Please see below the relevant section on data transfers of Zoom Communications:

- Zoom operates globally, which means personal data may be stored and processed (for example stored in a data center) in any country where Zoom or Zoom service providers have facilities or hold events. By using Zoom or providing personal data for any of the purposes stated above, your personal data may be transferred to or stored in the United States or in other countries around the world.

Zoom displays on its website standard contractual clauses of the 2010/87/ Commission Decision of 5 February 2010 for the transfer of personal data to processors established in third countries under Directive 95/46/EC of the European Parliament and of the Council (notified under document C(2010) 593) (Text with EEA relevance).

As the EU Delegation uses Zoom Communications, a U.S. service provider for registration and the webinar platform, you can opt to give your consent in the specific form, for Zoom to process the data you submit at registration and for connecting to the webinar, as there are no additional safeguards for the data transfer. If you do not consent, you are not requested to provide your name or other data and in that case, you will not be required to use your camera and microphone that may be deactivated during livestreaming. As described above, the EU Delegation in Rome intends to livestream the event on YouTube. The link will be available on the website and on the Facebook account of the EU Delegation prior to the event.

Data will not be communicated to third parties, except where necessary for the purposes outlined above and will not be used for direct marketing by the EEAS/EU Delegation. 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 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.

Social Media

The EEAS and the EU Delegations, as well as the European Commission, use social media to promote and inform about events and meetings through widely used and contemporary channels. In addition to the [EEAS Webpage](#) or [EC webpage](#), videos may be uploaded to the [EEAS YouTube](#) channel and links from our website can appear on [Twitter](#), [Instagram](#), [Flickr](#) and [Facebook](#). 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](#), [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.

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:

**To contact the data controller please use the functional mailbox of the event
delegation-rome@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 event "Ending Child Labour by 2025, to Act, Inspire and Scale-up in Agriculture and Value Chains" 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 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). 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 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) 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*".

At the same time, data processing for EU communication activities and publications as well as for transfers is based on your consent requested separately [Article 5(1)(d) of Regulation (EU) 2018/1725]. Your consent is required for:

- photos, video recordings and web streaming related to events/meetings which may be shared in EU communications (*see details in paragraph "Recording of events given via videoconference" of point 2*)
- sharing the attendance list containing your name, affiliation and contact details among participants and with the host/presenter of the event
- permanent contact list created and shared internally among EEAS services for the purpose of promoting EU activities/events and disseminating information.
- transfers to third countries, in particular for data processing by the registration and VTC platform (Zoom webinar)

If you do not wish to do so, you also have the option not to provide consent to any of the above or to give consent only to one or more data processing activities on the specific consent form. You can withdraw your consent at any time.

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 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 will be deleted five years after the last action in relation to the event. Personal data may, however, be part of a contact list shared internally among EEAS 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, in case collected, will be kept for a maximum period of 10 years after the end of the event or meeting for auditing purposes. 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 Delegations and the European Commission DG INTPA 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. 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. 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. 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.

Security of the online platform used for video-conferencing is assured by the service provider. The security policy of data processors, such as Zoom, can be verified at the relevant websites:

- Zoom security; <https://zoom.us/docs/doc/Zoom-Security-White-Paper.pdf>

As Zoom and other online platform providers enhance their security and privacy features, the EEAS keeps under constant review the technical measures it takes to protect your personal data.

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.