Data Protection Statement on the processing of personal data in the context of the organisation and management of EUIPO events organised by the Cooperation and Partnerships Department (CPD)

The protection of your privacy is of the utmost importance to the European Union Intellectual Property Office ('EUIPO' or 'us' or 'the controller'). The Office is committed to respecting and protecting your personal data and ensuring your rights as a data subject.

All data of a personal nature processed within the framework of the organisation and management of EUIPO events, namely data that can identify you directly or indirectly, will be handled fairly, 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 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.

The information in this communication is provided 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 for the purpose of organising and managing EUIPO events and coordinating any required follow-up activities.

Specifically, the purpose(s) of the processing of your personal data may be for:

- ☐ Registration and organisation of participants
- ☐ Participation in online/hybrid events
- ☐ Access management for onsite participants
- ☐ Financial control, accountancy and audit purposes (onsite participants only)

  Event promotion and transparency:

  - ☐ In external communication channels (EUIPO webpage or social media accounts)
  - ☐ In internal communication channels (available only to EUIPO staff)
- ☐ Event reporting
- ☐ Where relevant, preparation of training material in the Learning Portal
- ☐ Communication with participants during the event

  Contacts management:

  - ☐ For the organisation of future events
  - ☐ Sharing contacts with participants and co-organisers
- ☐ Meeting minutes preparation
- ☐ Provision of services to people with special needs

2. What personal data do we process?

The following categories/types of personal data may be processed:

For the **registration and organisation of participants**:

☐ Name, surname, title, position, organisation and email

☐ Short biography and personal data available in the CV

For the **participation in online/hybrid events**:

☐ Name, organisation and email

For the **access management for onsite participants**:

☐ ID number / Passport number

For **travel and accommodation management**:

☐ ID number / Passport number and its validity, nationality and date of birth

For the **financial control, accountancy and audit purposes (onsite participants only)**:

☐ Name, signature and organisation (in participation list)

☐ Name, surname, signature, address, bank details and fiscal code

☐ Country, city of departure, form of transport and accommodation (in case of travel)

For the **event promotion and transparency**:

☐ Image, voice through live web streaming, photographs, sound, video and audiovisual recording

☐ Speaker's notes, slides and contributions

For the **event reporting**:

☐ Photographs

For the **preparation of training material in the Learning Portal, if relevant**:

☐ Audio and video recordings

For the **communication with participants during the event**:

☐ Email

☐ Telephone number (only in case of emergency)

For the **contacts management - organisation of future events**:

☐ Email, name, surname, organisation and other relevant data (i.e. nationality, sector/business/topic the participant is interested in and would like to receive information about)

For the **contacts management - Sharing contacts with participants and co-organisers**:

☐ Name, surname, organisation and email

For the **meeting minutes preparation**:

☐ Audio recordings

For the **provision of services to people with special needs**:

☐ Health-related data (dietary of mobility needs and preferences)

3. Who is responsible for processing the data?

The processing of the personal data is carried out under the responsibility of the European Union Intellectual Property Office.

Personal data may be processed by:

- The Workplace Solutions Department (WSD): Hospitality, Security and Logistics internal teams, their external providers and subcontractors/providers/suppliers for the logistical support (i.e. registration, access management, travel and accommodation, financial control, accountancy and audit purposes, event technical support, communication with participants during the event and provision of services to people with special needs).
- Communication and Media Relations Service (CMRS): internal team and external providers for event promotion in internal and external communication channels (images, live web streaming, photographs, sound, video and audio-visual recording).
- Cooperation and Partnerships Department (CPD) and Digital Innovation Department (DID): For the management and maintenance, respectively, of the contacts database and if relevant providing the online platform for online/hybrid events.
- EUIPO staff members and/or resources from other Departments may occasionally be involved if necessary for the organisation of the event.

4. Who has access to your personal data and to whom are they disclosed?

Personal data is made accessible only on a need-to-know basis to EUIPO staff members and external service providers.

Personal data is accessed by:

- The Workplace Solutions Department (WSD): Hospitality, Security and Logistics internal teams, their external providers and subcontractors/providers/suppliers for the logistical support.
- Communication and Media Relations Service (CMRS): internal team and external providers for photo and video recordings, for event promotion in internal and external communication channels.
- Cooperation and Partnerships Department (CPD): For the organisation and handling of the event.

- For online/hybrid events, personal data may be accessed by additional recipients listed in the relevant data protection statement of the online tool used to host the event.

The recipients of personal data (EUIPO staff, external resources, the rest of participants to an event and/or the general public) can vary depending on the purpose of the event and the type of data collected:

- In the specific case of **event promotion and transparency** (image, voice though live web streaming and/or photographs, sound video and audio-visual recordings), data can be made available through internal communication channels (exclusive to EUIPO staff) or published in external communication channels. Data such as speaker´s notes, slides and contributions might be made available to the general public on the internet in the framework of EUIPO activities.
  If the event includes the participation of speakers, their name, affiliation and intervention title will be published in the event agenda. Other information provided by the speaker such as CV, photos or presentations may also be published. If you do not wish that all or some of this data is published in the agenda, contact the event organiser in advance.

- In the specific case of **preparation of training material in the Learning portal** (audio and video recording), this material is made available to EUIPO staff and in some cases to academia, IP specialists and the general public.

- In the specific case of **meeting minutes**, the names of participants, their function and position/organisation/institution will be present in the document and consequently made available to the attendees. If you do not wish that your name appears in the meeting minutes, contact the event organiser in advance.

In principle, your data will not be made available to third parties outside the EU/EEA.

In case of transfer of personal data, all the provisions stipulated in Chapter V or Regulation (EU) 2018/1725 will be observed.

In the instances where data is transferred for the purpose of logistic coordination of the event to a supplier/provider outside the EU/EEA, this is done on the basis of an adequacy decision as laid down in Article 47 of Regulation (EU) 2018/1725 or, in the absence of an adequacy decision, on the basis of a derogation for important reasons of public interest, in accordance with Article 50.1(d) of the same Regulation.

5. How do we protect and safeguard your information?

We implement 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 to them.

All personal data related to the organisation and management of events is stored in secure IT applications according to the 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 persons dealing with personal data in the context of the organisation and management of events, at any stage, have signed a confidentiality declaration.

If the processing of personal data is carried out by a service provider (external processor), the data controller monitors and verifies 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 that your personal data be erased, or restriction or object to its 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, in the cases foreseen by Articles 17 to 24 of the Regulation (EU) 2018/1725.

If you would like to exercise any of these rights, please send a written request explicitly specifying your query to the delegated data controller, Director of the CPD Department, under the following mailbox: DPOexternalusers@euipo.europa.eu.

Your request will be answered free of charge and 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 two further months where necessary, taking into account the complexity and number of the requests. We shall inform you of any such extension within one month of receipt of the request, together with the reasons for the delay.

In all instances where consent is the legal basis for the processing operation, you can withdraw said consent by writing an email to DPOexternalusers@euipo.europa.eu. Please note that withdrawing your consent for the specific processing does not affect the lawfulness of any processing based on your consent before it was withdrawn.

Nevertheless, you should be informed that by virtue of Article 25 of Regulation (EU) No 2018/1725 and of the Office´s Internal Rules, one or several of these rights may be restricted for a temporary period of time.

Any such restriction will be limited in time, proportionate and respect the essence of the above-mentioned rights. It will be lifted as soon as the circumstances justifying the restriction are no longer applicable. You will receive specific information when this period has passed. As a general rule, you will be informed on the principal reasons for a restriction unless this information would cancel the effect of the restriction as such.

You have the right to make a complaint to the EDPS concerning the scope of the restriction.

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

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

- Article 5.1.(a) when processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority, applicable in all instances except those indicated below (i.e. where consent or vital interest is the legal basis).
- Article 5.1.(d) when the data subject has given consent to the processing of his/her personal data, applicable to:

- Registration and organisation of non EUIPO participants:
  - name, surname, title, position, organisation and email;
  - short biography and personal data available in the CV of non EUIPO speakers.
- Events promotion and transparency:
  - data published in external communication channels for participants and non-EUIPO speakers, panellists or moderators;
  - data made available to EUIPO staff exclusively, including turning on the camera or staying in the zone where photographing/streaming/recording takes place;
  - speaker's notes, slides and contributions for non-EUIPO speakers.
- Event reporting (photographs).
- Contacts management – organisation of future events:
  - email address, name, surname, organisation and other relevant data.
- Contacts management – sharing contacts with participants and co-organisers (e.g. networking purposes):
  - name, surname, organisation and email.
- Provision of services to people with special needs (health related data).

- Article 5.1.(e) when processing is necessary in order to protect the vital interests of the data subject, applicable to:
  - Communication with participants during the event (telephone number) only in cases of emergency.

8. How long do we store your data?

Personal data processed by the data controller or the service provider under its supervision are generally stored for the period of time necessary to achieve the purpose for which they have been processed.

The following retention periods apply, depending on the categories/types of personal data processed:

- **Until the document is drafted**:
  - for the meeting minutes preparation.
- **1 month after the event**:
  - for the provision of services to people with special needs (health-related data), unless consent is withdrawn (in which case data will be deleted without undue delay).
- **6 months after the event**:
  - for the registration and organisation of participants (name, surname, title, position, organisation and email);
  - for access management (onsite participants);
  - for travel and accommodation management (onsite participants);
  - for communication with participants during the event (email).
- **5 years**:
  - for the registration and organisation of participants (short biography and personal data available in the CV).
- **7 years**:
  - for financial control, accountancy and audit purposes.
- **10 years**:
  - for event reporting;
  - for contacts management – organisation of future events (unless written consent is withdrawn or until the person no longer officially represents the organisation);

- for preparation of training material in the Learning portal.

In case of participation in hybrid/online events, please consult the relevant data protection statement of the tool that will be used to host the event which is available in the data protection notice (point 11, under 'events, meetings and visits').

For the specific case of event promotion and transparency, personal data can be retained for educational, institutional, historic and informational and/or promotional reasons for **2, 7 or 25 years** as indicated in the data protection statement for the processing of personal data in the context of Recording and Photographing by Communication and Media Relations Service, which is available in the data protection notice (point 11, under 'events, meetings and visits'). Such data may be published on the EUIPO intranet, the EUIPO website or made available via the Office's other social media channels or the learning portal in Academy. If this is the case, personal data will be limited as much as possible.

In the event of a formal appeal, all data held at the time of the formal appeal should be retained until the completion of the appeal procedures.

9. Contact information

Should you have any queries/questions concerning the processing of your personal data, please address them to the data controller, Director of the CPD, under the following mailbox: DPOexternalusers@euipo.europa.eu.

You may consult EUIPO Data Protection Officer: DataProtectionOfficer@euipo.europa.eu.

Form of 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 the following address: edps@edps.europa.eu.