



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

This specific privacy statement provides information about the processing and the protection of your personal data.

Processing operation: Processing of personal data linked to workshops organised within the framework of the Prospective study on the future of the postal sector

Data Controller: European Commission, Directorate-General Internal Market, Industry, Entrepreneurship and SMEs (DG GROW), Unit C/3 – Investment Conditions and Public Services

Data Processors: Risk & Policy Analysts Ltd (RPA), RAND Europe, RPA Europe Prague s.r.o., RPA Europe S.R.L.

Record reference: [DPR-EC-01063](#)

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1. Introduction

The European Commission is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council 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.

This privacy statement explains the reason for the processing of your personal data in the context of a meeting or event organised by the European Commission. It explains the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

This privacy statement concerns the processing operations linked to the events and workshops carried out in the framework of the ‘Prospective study on the future of the postal sector’, undertaken by external contractors for the Commission Directorate-General Internal Market,

Industry, Entrepreneurship and SMEs (DG GROW), Unit C/3 – Investment Conditions and Public Services.

The stakeholder engagement is being carried out by the following contractors: Risk & Policy Analysts Ltd (RPA), RAND Europe and associated RPA companies (RPA Europe Prague s.r.o. and RPA Europe S.R.L.). These entities act as Data Processors for the purpose of the completion of the stakeholder engagement. The data processors are established in the United Kingdom, Belgium, Czech Republic and Italy. The Commission Implementing Decision (EU) 2021/1772 of 28 June 2021 pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council on the adequate protection of personal data by the United Kingdom established that, for the purposes of Article 45 of Regulation (EU) 2016/679, the United Kingdom ensures an adequate level of protection for personal data transferred within the scope of Regulation (EU) 2016/679 from the European Union to the United Kingdom.

2. Why and how do we process your personal data?

Purpose of the processing operation: The Commission and the contractors collect and further processes your personal data to provide you with information about the specific events and workshops organised for this study, to process your application for participation in those events or workshops, to process your views and information provided during the workshops, draw conclusions from the workshops and follow-up on any information and views provided during the workshops.

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

Most of the workshops are expected to take place online and will thus be streamed to all participants. Audio-visual recording of the speakers, organisers and participants may be taken, together with automatic transcription, for the purposes of minuting the workshops and drawing conclusions. The recordings and transcripts will not be published.

Please note that the online workshops will be held using a third-party videoconference IT service, such as Microsoft Teams, Cisco Webex or similar, which process personal data. Please read section 7 below for more information.

Participants that do not wish to be part of the above recording and automatic transcription activities have the possibility to object to processing, by sending an e-mail to the organiser prior to the event. In such a case, automatic transcription or recording will be disabled for a part of the meeting to allow these participants to speak without being recorded and their contributions being subject to automatic transcription.

3. On what legal ground(s) do we process your personal data?

The processing operations on personal data, linked to the organisation, management, follow-up and promotion of the workshops (including streaming, audio-visual recording and automatic transcription) are necessary for the management and functioning of the Commission, as mandated by the Treaties. Those provisions are in particular, Article 11 of the Treaty on European Union and Article 15 of the Treaty on the Functioning of the European Union.

Consequently, those processing operations are lawful under Article 5(1)(a) of Regulation (EU) 2018/1725 (processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body).

Your consent is required for the following actions during the meeting or event (if applicable):

- the processing of your personal data for inviting you to future events the data controller or processors may organise within the framework of this study;
- the processing of your personal data relating to your dietary and/or access requirements.

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 the above purpose. You can give your consent when registering for one of the workshops or in email communication.

Your consent for these purposes can be withdrawn at any time by writing to the data controller using the contact details in section 9 of this privacy notice.

4. Which personal data do we collect and further process?

The following personal data may be processed in the context of the meeting or event:

- contact details (function/title, first name, last name, name of organisation, city, country, e-mail address, telephone number); and
- 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 or event is held;
- audio-visual recording of the workshop or automatic transcription, for establishing the attendance list and the minutes.
- dietary requests (if any) or specific access requirements.

5. How long do we keep your personal data?

The Data Controller only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing. For each of the categories of personal data that may be processed, please find below the retention details and the reference to the relevant record of processing:

- Personal data related to the organisation and management of the meeting or event (this includes the information given during the registration, before, during or after the event) will be kept for **five years** after the meeting or event.
- 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 meeting or event, but no later than within 1 month after the end of the meeting or event.
- Recordings from the web-streamed meeting or event 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).
- Audio-visual 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 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 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.
- 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.

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission or its contractors. 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.

In order to protect your personal data, the Commission and the contractors have put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

The Commission's processors (contractors) are bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission. The processors have to put in place appropriate technical and organisational measures to ensure the level of security, required by the Commission.

7. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is provided to the Commission's and contractors' staff responsible for carrying out this processing operation and to authorised staff according to the "need to know" principle, in particular to follow-up on the targeted consultation. Such staff abide by statutory, and when required, additional confidentiality agreements.

Your information will also be shared with service providers for the purposes of organising the meeting or event: Risk & Policy Analysts Ltd (RPA), RAND Europe, RPA Europe Prague s.r.o., RPA Europe S.R.L.

Cookies

Cookies are short text files stored on a user's device (such as a computer, tablet or phone) by a website. Cookies are used for the technical functioning of a website (functional cookies) or for gathering statistics (analytical cookies).

Registration for the meeting takes place via EUSurvey, which employ cookies as described here: https://commission.europa.eu/cookies-policy_en

Enabling these cookies is not strictly necessary for the website to work but it will provide you with a better browsing experience. You can delete or block these cookies, but if you do that, some features of the event or workshop website may not work as intended.

The cookie-related information is not used to identify data subjects personally and the pattern data is fully under the Commission's control. These cookies are not used for any purpose other than those described here.

Should you wish to opt your personal data out of our anonymised, aggregated statistics, you can do so on our cookies page. In particular, you can control and/or delete those cookies as you wish.

Third party IT tools, including social media

We may use third party IT tools to inform about and promote the meeting or event through widely used communication channels, including the social media. For detailed information about the use of social media by the European Commission, see the Record of Processing DPR-EC-00073 (Social Media Use by the European Commission).

In order to view such third-party content on our websites, a message will alert you that you need to accept those third parties' specific Terms and Conditions, including their cookie policies, over which the Commission has no control.

We recommend that users carefully read the relevant privacy policies of the social media tools such as [LinkedIn](#). These explain each company's policy of personal data collection and further processing, their use of data, users' rights and the ways in which users can protect their privacy when using those services.

Please note that the workshops will be held using a third-party videoconference IT service such as Microsoft Teams or Cisco Webex. These IT tools have their own cookies and privacy policies (for example, available here: Microsoft Teams Commission Record DPR-EC-4966 and Microsoft [Privacy Policy](#); Cisco Webex Meetings Commission [Record DPR-EC-05006](#) and Microsoft [Privacy Policy](#)) over which the Commission has a limited or no control. By participating into the meeting or event via a videoconference IT tool, the participants consent to the processing of their personal data via the third-party tool as described in the related privacy policy.

The use of a third-party IT tool does not in any way imply that the European Commission endorses them or their privacy policies. In the event that one or more third party IT tools are occasionally unavailable, we accept no responsibility for lack of service due to their downtime.

International transfers

Your personal data will be transferred to a third country in accordance with Regulation (EU) 2018/1725, based on:

- [adequacy decision](#) of the Commission for the United Kingdom: Commission Implementing Decision (EU) 2021/1772 of 28 June 2021 pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council on the adequate protection of personal data by the United Kingdom.

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.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

8. What are your rights and how can you exercise them?

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) of Regulation (EU) 2018/1725 on grounds relating to your particular situation.

If you have consented to provide your personal data to the data controller for the present processing operation, you can withdraw your consent at any time by notifying the data controller. The withdrawal of your consent will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions, or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller: European Commission, Directorate-General Internal Market, Industry, Entrepreneurship and SMEs (DG GROW), Unit C/3 at grow-c3@ec.europa.eu.

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the data controller.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the European Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: [DPR-EC-01063](#).

