



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

Processing operation: Processing of personal data relating to workshops organised within the framework of a study to assess the feasibility of creating a database for the conformity assessment certificates of CE marked products

Controller: European Commission, Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs (DG GROW), Unit H.2 Machinery & Equipment (hereinafter referred to as ‘the Data Controller’)

Processor: Risk & Policy Analysts Ltd (RPA), 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.

The information in relation to the processing of personal data relating to workshops organised within the framework of a study to assess the feasibility of creating a database for the conformity assessment certificates of CE marked products, as mentioned above, organised by European Commission, Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs (DG GROW), Unit H.2 Machinery & Equipment, is presented below.

The stakeholder engagement is being carried out by the following contractors: Risk & Policy Analysts Ltd (RPA), 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, 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 European Commission collects and further processes your personal data to provide you with information about the specific meeting or event (before, during and after) and to process your application for participation in that meeting or event.

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

Live web-streaming and audio-visual recording at the meeting or event of the speakers, organisers and participants, as well as photographs of the speakers and panoramic photographs of participants and organisers may be taken.

The audience or non-speaker participants are not photographed individually or in groups. They may however appear on panoramic photographs of the whole event/audience.

Please note that this meeting or event may be held using a third-party videoconference IT service, such as Microsoft Teams which processes personal data. Please read section 7 below for more information.

Participants that do not wish to be part of the above web-streaming and recording/publishing activities have the possibility to object to processing, by sending an e-mail to the organiser prior to the event. In such a case, data subjects may be offered the opportunity to sitting in back rows that are not recorded/photographed, wearing special badges, attending the meeting in a separate room without web-streaming, or other options, depending on the circumstances of the particular meeting.

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 meeting or event (including web-streaming, photos, audio-visual recording) 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 sharing of the participants list containing your name and affiliation with other participants for the purpose of future collaboration;

- the sharing of the attendee list containing your name and affiliation among participants, in order to create working groups to continue the collaborate work launched during the meeting or event; and
- the processing of your personal data for inviting you to future events the data controller may organise.

Your contact details are already in the possession of the Data Controller and its processors because they were collected as part of the interviews and survey in the earlier stage of the targeted consultation and you have agreed to their further processing by the Data Controller for similar purposes as the processing operation covered by this Privacy Statement.

Your consent for these purposes can be withdrawn at any time by emailing ce-mark-dtabse@rpaltd.co.uk

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);
- signature and audio-visual recording of the meeting, for establishing the attendance list and the minutes.

Registration for the workshops will be done via EUSurvey – it’s privacy policy is available here: [EUSurvey - Privacy Statement \(europa.eu\)](#).

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.
- 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 meeting or event before being deleted. More information is available in the Record of Processing DPR-EC-01937 (Audio-visual recording of meetings).

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 Commission and of its contractors (processors). 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 Commission.

In order to protect your personal data, the Commission has 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 staff and the Commission's processors (contractors) 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.

Please note that the workshops will be held using a third-party videoconference IT service such as Microsoft Teams. This IT tool has its own cookies and privacy policies (available here: Microsoft Teams Commission Record DPR-EC-4966 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.

The current processing operation involves the use of a processor that is located in the UK - (Risk & Policy Analysts Ltd (RPA) ce-mark-database@rpald.co.uk <https://rpald.co.uk/rpa-privacy-notice-for-surveys-consultations/>). Therefore, please note that your personal data will be processed by the processor outside of the EU and in particular in the UK on the basis of Commission Implementing Decision C/2021/4800 of 28 June 2021 on the adequate protection of personal data by the United Kingdom (OJ L 360, 11.10.2021, p. 1–68).

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. Under certain conditions, 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), on grounds relating to your particular situation.

If you have consented to the certain processing of 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 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 for Internal Market, Industry, Entrepreneurship and SMEs (DG GROW), Unit H.2 Machinery & Equipment at grow-h2@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 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-01011](#).

