



DATA PROTECTION NOTICE **in relation to the EUAA meetings and other events**

1. Introduction

The European Union Agency for Asylum (hereinafter ‘the EUAA’ or ‘the Agency’) is committed to protecting your privacy. The EUAA collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#)¹ (hereinafter ‘the EUDPR’).

This Data Protection Notice explains, amongst others, the reasons why we process your personal data, the way we collect, handle and ensure protection of your personal data and the 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, as well as of the Data Protection Officer (DPO) and the European Data Protection Supervisor (EDPS) to whom you may also have recourse to exercise the said rights.

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

We process your personal data for the purpose of coordinating, organising, managing and evaluating or carrying out other follow-up actions in relation to meetings and other events organised by the EUAA (including workshops, working groups, training sessions, webinars, on-the-job coaching and study visits or other visits) that you attend as an external participant (i.e., non-EUAA personnel), as well as, where applicable, for the reimbursement of costs incurred by you in connection with your participation to the said meetings and events.

More specifically, we use your personal data for the purpose of ensuring the proper organisation of the Agency’s meetings or other events, i.e., by compiling attendance and mailing lists and creating attendance sheets, organising catering services, as well as for carrying out related follow-up actions, such as (anonymous) meeting evaluation surveys and statistics, reporting, audits and external evaluations.

In this respect, we may use the European Commission’s [EUSurvey](#) tool or other similar electronic tools for the registration and evaluation of meetings and other events, whereas we keep relevant files in electronic form in our internal document management system or in other internal applications hosted on the Agency’s servers, and, where deemed necessary for reimbursement purposes, in the Central Financial System of the European Commission (ABAC-SUMMA). [Slido](#) is also a tool that may be used to engage external participants in surveys.

We may also hold meetings and other events online, using platforms such as [Cisco Webex](#) or [Microsoft Teams](#). As such, your data may be processed through the [Cisco Webex](#) or [Microsoft Teams](#) platforms.

¹. 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC, OJ L 295, 21.11.2018, p. 39-98.





Photos and/or audio-video recordings taken during EUAA meetings or other events may be published on public fora, such as on the Agency's social media channels (e.g., [Facebook](#), [Twitter](#), [Instagram](#), [LinkedIn](#), [Youtube](#)), on its website or in newsletters, amongst others.

The above applies both to face-to-face and remote or hybrid meetings and other events organised by the EUAA.

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

Meetings and other events organised by the EUAA may relate to any of the tasks of the Agency listed under Article 2 of [Regulation \(EU\) 2021/2303](#)² (hereinafter 'the EUAA Regulation').

In particular as regards the reimbursement of expenses incurred by participants to attend EUAA meetings and other events, the Decision of the Executive Director of the EUAA dated 14 January 2021 on the rules for reimbursement of expenses incurred by participants invited to attend EUAA activities³ applies.

Consequently, the processing operation is lawful under point (a) of Article 5(1) of the EUDPR given that it is necessary for the performance of the tasks that the Agency has been vested with by virtue of its mandate and therefore its proper functioning. To the extent that processing of personal data is based on your consent, such processing is also lawful under point (d) of Article 5(1) of the EUDPR.

Furthermore, when it comes to the processing of special categories of personal data, the processing operation is lawful under point (a) of Article 10(2) of the EUDPR provided you have given your prior explicit consent.

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

The following (categories of) personal data of external participants to meetings and other events organised by the EUAA, including speakers, may be processed:

- Identification data, such as title, first name, last name, job title, type of organisation, EU Member State/country, work e-mail address and work phone number, employer's name and address;
- Indication of whether attendance at the meeting or other event will be remote or in-person;
- Dietary requirements if meals are provided;
- Login credentials, where applicable depending on the registration and/or evaluation tool used;
- Photos and/or audio-video recordings;
- Personal data in meeting agendas, transcripts, notes, minutes, reports, presentations, etc.;

². Regulation (EU) 2021/2303 of the European Parliament and of the Council of 15 December 2021 on the European Union Agency for Asylum and repealing Regulation (EU) No 439/2010, OJ L 468, 30.12.2021, p. 1-54.

³. Ref. number: EASO/EDD/2021/006.



- Personal data related to travel and/or accommodation arrangements, such as personal data contained in passports, flight tickets or hotel reservations;
- Personal data related to bank account and other financial details (e.g., Legal Entity and Financial Identification Forms⁴) for the reimbursement of travel and accommodation expenses and the payment of daily subsistence allowances;

5. How long do we keep your personal data?

We retain personal data submitted through the registration form on [EUSurvey](#), or other similar electronic tools, until reimbursement procedures are closed for all participants, with the exception of personal data, such as dietary requirements, that may be deleted after the relevant EUAA meeting or other event takes place. Any personal data included in meeting documents or materials, such as agendas, invitation letters, lists of participants, attendance sheets, minutes, summaries or reports, presentations, speaking notes, evaluation forms, are, in principle, retained for ten years. Personal data included in original financial and supporting documents are kept for five years. We store meeting photos and audio-video recordings for five years.

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

We store all personal data in electronic format (e-mails, documents, etc.) in the internal document management system of the EUAA or in other internal applications, hosted on the Agency's servers. In order to protect your personal data, we have put in place a number of technical and organisational measures as required under Article 33 of the EUDPR. 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.

In case of registrations to an EUAA meeting or other event via the [EUSurvey](#) tool, you may find more information about the relevant Privacy Policy [here](#). For registrations to an EUAA meeting or other event via the Stakeholder Contact Management (SCM) tool (Microsoft Dynamics 365), please consult the relevant Data Protection Notice [here](#). For the processing of personal data for legal entity and bank account validation via the European Commission's ABAC-SUMMA, the relevant Privacy Statement may be found [here](#).

In case of meetings or other events held online using the [Cisco Webex](#) platform, you may find the relevant Privacy Statement [here](#), supplemented by the Data Privacy Sheet on Webex Meetings, which can be found [here](#).

In case of meetings or other events held online using the [Microsoft Teams](#) platform, you may find the relevant Privacy Statement [here](#).

⁴. Indicative examples of such forms may be found [here](#).



As regards publication of photos and/or videos on the Agency's social media channels, i.e. [Facebook](#), [Twitter](#), [Instagram](#), [LinkedIn](#), [Youtube](#), you may find more information about the relevant Privacy Policy, respectively, [here](#), [here](#), [here](#) and [here](#).

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

The following (categories of) recipients may have access to your personal data:

- EUAA personnel responsible for tasks related to the organisation of meetings or other events and processing of reimbursements;
- EUAA personnel responsible for promoting its events externally may have access to photos, which may be used on the Agency's social media platforms (e.g., [Facebook](#), [Twitter](#), [Instagram](#), [LinkedIn](#), [Youtube](#)), amongst others;
- EUAA ICT personnel for security-related purposes;
- EUAA security and front desk personnel in case of in-person meetings or other events in order to facilitate entry and registration of visitors accessing the Agency's premises;
- External participants may have access to a list of other participants in the same meeting or other event (including their full name, organisation, EU Member state/country and work e-mail address) to facilitate future interaction or collaboration;
- External (non-EUAA) recipients may also have access to certain personal data, as identified in Point 4 above, in the following cases: use of external registration tools (e.g. [EUSurvey](#)), use of contractors' services for purposes related to the organisation of meetings or other events (e.g., for travel and accommodation arrangements), publication of photos and/or audio-video recordings on the Agency's social media channels or on its website or newsletters.

8. Do we transfer any of your personal data to third countries and/or international organisations (outside the EU/EEA)?

This processing activity may entail transfers of personal data to third countries or international organisations (outside the EU/EEA). This may be the case, for instance, when photos or videos taken during EUAA meetings or other events are published on the EUAA's social media channels. For this purpose, where deemed necessary in the absence of appropriate safeguards in place, the explicit and informed consent of the data subject(s) concerned to the international transfers of their personal data is, exceptionally, sought pursuant to the derogation foreseen in Article 50(1) point (a) of the EUDPR.

9. Does this processing involve automated decision-making, including profiling?

This processing activity does not involve automated decision-making, including profiling.



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

According to the EUDPR, you are entitled to access your personal data and to rectify them in case the data are inaccurate or incomplete. If your personal data are no longer needed by the EUAA or if the processing operation is unlawful, you have the right to erase your data. Under certain circumstances, such as if you contest the accuracy of the processed data or if you are not sure if your data are lawfully processed, you may ask the Data Controller to restrict the data processing. You may also object, on compelling legitimate grounds, to the processing of data relating to you. Additionally, you have the right to data portability which allows you to obtain the data that the Data Controller holds on you and to transfer them from one Data Controller to another. Where relevant and technically feasible, the EUAA will do this work for you.

If you wish to exercise your rights, please contact the Data Controller, i.e., the Head of the EUAA Sector, Office or Unit organising the meeting or other event by using the contact details indicated in the registration form.

You may always submit queries, remarks or complaints relating to the processing of your personal data to the Data Protection Officer (DPO) of the EUAA using the following e-mail address: dpo@euaa.europa.eu.

In case of conflict, complaints can be addressed to the European Data Protection Supervisor (EDPS) using the following e-mail address: edps@edps.europa.eu.