

## PROTECTION OF YOUR PERSONAL DATA

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

**Processing operation:** ELA live, hybrid and digital events, seminars, workshops, conferences, meetings, open/celebration/information days and visits

**Data Controller:** European Labour Authority, “**Coordination and Liaison Sector**”

**Record reference:** DPR-ELA-2022-0023

### Table of Contents

1. Introduction
2. Why and how do we process your personal data?
3. On what legal ground(s) do we process your personal data?
4. Which personal data do we collect and further process?
5. How long do we keep your personal data?
6. How do we protect and safeguard your personal data?
7. Who has access to your personal data and to whom is it disclosed?
8. What are your rights and how can you exercise them?
9. Contact information
10. Where to find more detailed information?

## 1. Introduction

The European Labour Authority (hereafter 'ELA') is committed to protect your personal data and to respect your privacy. ELA collects and further processes personal data pursuant 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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, in the context of "**ELA TECH Lab**". 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 processing operation "**ELA TECH Lab**", *a practical workshop using hands-on demonstration on how to build a digital tool similar to the digital use-case at study*, undertaken by "**Coordination and Liaison Sector**" is presented below.

In this specific event, we are organising:

- *Event organised by the ELA – on ELA premises.*

- *Reports (including a presence list) are NOT shared between participants and organisations.*

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

Purpose of the processing operation: "**Coordination and Liaison Sector**" collects and further processes your personal data to provide you with information about the "**ELA TECH Lab**" (before, during and after) and to process your application for participation in that "**ELA TECH Lab**".

Live web-streaming and audio-visual recording at the "**ELA TECH Lab**" of the speakers, organisers and participants, as well as photographs of the speakers and panoramic photographs of participants and organisers will be taken and published in the context of the "**ELA TECH Lab**" at ELA's website and social media channels (i.e. LinkedIn, X (former Twitter) and EUVoice). This process of personal data is covered by Record 'DPR-ELA-2022-0026 Personal Data on Social Media'.

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

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 switching off their camera when attending online or, when attending on site, by notifying ELA staff present, which will ensure that s/he will not be recorded. Specific seats will be allocated which will not be target for photographic images nor video streamed

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

For platforms and tools used to organise and manage digital events, the following records will apply:

- Webex platform: Service de Web Conference (Webex), Record '[DPR-ELA-2023-0005 ELA meetings through Webex](#)'
- Slido - Audience Interaction Software, European Commission Record DPR-EC-06687

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

For the ELA Staff/staff of the Member States:

We process your personal data, because, according to Article 5(1)(a) of Regulation (EU) 2018/1725, the 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.

The processing operations on personal data, linked to the organisation, management, follow-up and promotion of the “**ELA TECH Lab**” (including *web-streaming, photos, audio-visual recording*) are necessary for the management and functioning of the European Labour Authority, as mandated by the Treaties and Regulation (EU) 2019/1149 of the European Parliament and of the Council of 20 June 2019 establishing a European Labour Authority.

The processing operations on personal data of the speakers for the “**ELA TECH Lab**” with whom a contract is concluded, are carried out in line with the contractual provisions. Consequently, that processing is necessary and lawful under Article 5(1)(c) of Regulation (EU) 2018/1725 (processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract).

For external participants:

Your consent is required for:

- the processing of your personal data relating to your dietary requirements and/or access requirements;
- the publication of your personal data contained in minutes, reports, PowerPoint presentations or relevant documentation used during meetings **on a publicly available website or printed** to illustrate communication material, photo albums and/or videos;
- the processing of your personal data for inviting you to future events the data controller may organise. The processing of contact list and network partners at the European Labour Authority is covered by the Record “DPR-ELA-2022-0024 ELA Contact lists & network partners databases”;
- Individual and/or groups photographs or audio-visual recordings;

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 those specific purposes. You can give your consent via a clear affirmative act by ticking the box(es) on the online registration form.

Your consent for these services can be withdrawn at any time, please contact the controller at the meeting/event at [digitalisation@ela.europa.eu](mailto:digitalisation@ela.europa.eu)

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

In order to carry out this processing operation “**Coordination and Liaison Sector**” collects the following categories of personal data:

- Name, Surname, name of organisation represented, function in the organisation, EU/EEA Member State of origin of the organisation represented, e-mail address (functional e-mail address of organisation recommended).
- Information about the accommodation (hotel name and address) and flight (flight reference, company, destination, time of departure/arrival) of the participants may be collected in order to organise the transportation/reimbursement of the participants.
- Photographs/pictures of groups of participants and organizers could be taken and published in the context of the event and in the framework of the ELA activities.
- Also live web streaming and/or audio and video recording of speakers and participants can be registered and published and/or shared in the framework of the ELA activities.
- Information related to the cookies used will be specified in the Privacy Statement.
- In some cases, third party IT tools, including Social Media (to be specified in the Privacy Statement by the organiser).
- For digital events, the data protection records for the relevant tools and platforms apply.

**An explicit consent will be required to collect the following personal data:**

- Dietary requirements and/or access requirements,
- The publication of your personal data contained in minutes, reports, PowerPoint presentations or relevant documentation used during meetings on a publicly available website or printed to illustrate communication material, photo albums and/or videos,
- The processing of your personal data for inviting you to future events the data controller may organise. This specific case will be covered by Record “DPR-ELA-2022-0024 ELA Contact lists & network partners databases”.

For external participants:

The provision of personal data is not mandatory.

For ELA Staff/staff of Member States:

The provision of personal data is mandatory to meet a *legal* requirement: ELA regulation. If you do not provide your personal data, we will not be able to fulfil our tasks.

## 5. How long do we keep your personal data?

The “**Coordination and Liaison Sector**” 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 is processed, please find below the retention details and the reference to the relevant record of processing:

- All personal data related to the organisation and management of the “**ELA TECH Lab**” (this includes the information given during the registration, before, during or after the event) will be deleted **two years** after the last action in relation to the “**ELA TECH Lab**”.
- 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 “**ELA TECH Lab**”, but no later than within **1 month** after the last action where the data is needed is completed.
- Recordings from the web-streamed “**ELA TECH Lab**” will be kept for **2 years** before being deleted. More information is available in the Record of Processing ‘[DPR-ELA-2023-0009 ELA communication services](#)’
- In case of audio-visual recording of the “**ELA TECH Lab**”, the recordings will be kept for **2 years** after the “**ELA TECH Lab**” before being deleted. More information is available in the Record of Processing DPR-EC-01937 (Audio-visual recording of meetings).
- In case of individual and/or group photographs or videos of the “**ELA TECH Lab**”, the recordings will be kept for **2 years** after the “**ELA TECH Lab**” before being deleted.
- Personal data shared with the controller for future mailing purposes (e.g., for receiving newsletters or invitations to similar events) are processed in line with the Record “DPR-ELA-2022-0024 ELA Contact lists & network partners databases”.
- 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 either on the servers of the European Labour Authority or of its contractors.

ELA’s contractors are bound by a specific contractual clause for any processing operations of your data on behalf of ELA, and by the confidentiality obligations deriving directly from the General Data Protection Regulation in the EU Member States (‘GDPR’ [Regulation \(EU\) 2016/679](#).)

In order to protect your personal data, ELA has put in place a number of technical and organisational measures in place. 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.

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

Access to your personal data is provided to ELA staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

When explicitly agreed by you, some of your personal data (publications of minutes, reports, PowerPoint presentations or relevant documentation used during meetings, name and affiliation of participants and /or speakers) will be published on a publicly available website or printed to illustrate communication material, photo albums, etc.

For digital events, the privacy statements of the platforms and tools used to organise and manage the event, apply.

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.

For ELA staff/staff of the Member States:

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.

For external participants:

You have consented to provide your personal data to “**Coordination and Liaison Sector**” 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, [digitalisation@ela.europa.eu](mailto:digitalisation@ela.europa.eu).

- **The Data Protection Officer (DPO) of ELA**

You may contact the Data Protection Officer ([data-protection@ela.europa.eu](mailto:data-protection@ela.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](mailto: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?**

ELA Data Protection Officer (ELA DPO) publishes the register of all processing operations on personal data by ELA, which have been documented and notified to her. You may access the register via the following link: <https://www.ela.europa.eu/en/privacy-policy>

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-ELA-2022-0023: ELA live, hybrid and digital events, seminars, workshops, conferences, meetings, open/celebration/information days and visits.