

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: Registration on the Swapcard app for event access and community participation

Data Controller: European Labour Authority, Operations Department, Cooperation Support Unit, Capacity Building Sector

Record reference: DPR-ELA-2026-0004

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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, 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 DPR-ELA-2026-0004 Registration on the Swapcard app for event access and community participation, undertaken by Operations Department, Cooperation Support Unit, Capacity Building Sector, is presented below.

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

Purpose of the processing operation: The Operations Department, Cooperation Support Unit, Capacity Building Sector collects and processes your personal data to organise and manage online, in-person and hybrid events, meetings and community-related activities through the Swapcard platform, including participant registration and access to events and Communities of Practice, the provision of event-related information and tools, and the facilitation of communication, interaction, collaboration and professional networking among participants before, during and after events.

Personal data are processed through the Swapcard platform by means of collection, registration, storage, organisation and use of participant information, enabling access to event-related services and functionalities, as well as communication and interaction within the platform.

Participants access the platform following their registration to an event, through an invitation link and authentication using their email address and a personal password or a one-time access code.

Also, ELA does not make use of any AI-driven functionalities available within Swapcard. Therefore, no processing of personal data through artificial intelligence takes place in this context.

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

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

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

(c) 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.

(d) The data subject has given consent to the processing of his or her personal data for one or more specific purposes.

The processing of personal data is carried out pursuant to Article 5(1)(a) of Regulation (EU) 2018/1725, as it is necessary for the performance of tasks carried out in the public interest and in the exercise of official authority vested in the European Labour Authority.

Articles 18(1)g and 36(3) of Regulation (EU) 2019/1149 of the European Parliament and the Council of 20 June 2019 establishing a European Labour Authority ('ELA founding regulation'),

ELA MB Decision 23/2023 Communication Strategy 2023-2026.

In addition, this processing operation for the performance of tasks carried out in the public interest by the Union institutions and bodies includes the processing of personal data necessary for the management and functioning of those institutions and bodies.

This processing of personal data in the context of the Swapcard platform is necessary to ensure the proper organisation and management of events and related activities of the European Labour Authority, enabling ELA staff to efficiently carry out their duties and to interact with internal and external stakeholders for work-related purposes. Therefore, it is necessary to ensure that ELA staff have effective and efficient tools at their disposal to support event management, communication and participation activities

*We process **special categories** of personal data indicated in Section 4, because:*

(a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union law provides that the prohibition referred to in paragraph 1 may not be lifted by the data subject;

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

In order to carry out this processing operation, the Cooperation Support Unit, Capacity Building Sector collects the following categories of personal data:

- First name and last name
- Email address
- Organisation/institution
- Country
- Optional contact details (phone number)
- Practical information required for the organisation of the event, such as travel information, dietary requirements, or accessibility needs.

Personal data exchanged between participants through private messaging or within communities of practice is not actively monitored by ELA. Participants may voluntarily share information, including personal data, within private messages or community discussions.

Communication within the event or community of practice is processed through the platform infrastructure of the service provider. Messages and data transmitted through the platform are protected through encryption and appropriate security measures implemented by the provider.

For the following data categories: **sensitive personal data relating to travel information, dietary requirements, and accessibility needs, information about accommodation that requires reimbursement of related expenses, photographs and audiovisual material, participants' presence list, personal data contained in presentations and documents, contact lists for future**

communication, and badge/access data, the processing activity is related to the record "[DPR-ELA-2022-0023 ELA live, hybrid and digital events, seminars, workshops, conferences, meetings, open/celebration/information days and visits](#)".

In case of further processing by the platform provider, additional categories of personal data (such as profile, interaction, communication and technical usage data) may be processed. Further information is available in the [Swapcard Privacy Policy](#).

5. How long do we keep your personal data?

The ELA Cooperation Support Unit, Capacity Building Sector only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing.

- Registration data collected by ELA for registration and participation in an event: retained for 6 months after the last action related to the event. The retention period starts from the moment of data collection.
- User account and interaction data within the Swapcard platform: retained for 3 years after the user's last activity in their account.

Participant accounts and related personal data (such as account information and private messages) remain in the Swapcard system until the participant requests deletion or deletes them manually. In the event that user's account remains inactive for a period of 3 years, Swapcard will delete the user's account and all of their data. Further information on the processing of personal data of participants and organisers (e.g. networking and interaction data, technical and usage data etc.) by the platform provider can be found in the [Swapcard Privacy Policy](#).

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

All data in electronic format (e-mails, documents, uploaded batches of data etc.) are stored either on the servers of the European Labour Authority or of its contractors. The European Labour Authority's contractors are bound by a specific contractual clause for any processing operations of personal data on behalf of the European Labour Authority, and by the confidentiality obligations deriving from the General Data Protection Regulation.

In order to protect personal data, the European Labour Authority 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.

Swapcard confirmed compliance with recognised security standards and implements appropriate technical and organisational measures to protect personal data. Further information on the security measures implemented by the service provider can be found at: <https://www.swapcard.com/legal/terms-organizer/appendix-c#exhibit-3-to-dpa-security-measures>

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.

Within the EU organisation:

-Authorised ELA staff acting as event organisers or administrators have access to the participant registration data necessary for organising and managing the event/community of practice, including First name and last name, email address, organisation/institution, country, phone number (optional), practical information required for the organisation of the event

Outside the EU organisation:

-External contractors for organising events: In cases where an event is organised jointly by the European Labour Authority and an external contractor (e.g. for accommodation, dietary restrictions), the contractor may have access to certain personal data necessary for the organisation of the event and will act as a processor on behalf of the European Labour Authority. This may include identification data (first name and last name, contact details and specific information (e.g. dietary requirements, travel information), depending on the nature of the service provided.

External contractors are bound by specific contractual clauses governing the processing of personal data on behalf of the European Labour Authority and by confidentiality obligations in accordance with Regulation (EU) 2016/679.

Under no circumstances will ELA have access to information containing personal data exchanged in private messages between participants within the different communities of practice or spaces of the application. ELA's role is limited to providing access to the platform and facilitating event-related activities for participants.

-The platform provider processes personal data through the platform infrastructure in its role as data processor. Further information on the processing of personal data by the platform provider can be found in the Privacy Policy page of the platform provider.

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 consented to provide your personal data to the ELA Cooperation Support Unit (Capacity Building 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, The Cooperation Support Unit at capacity@ela.europa.eu

The Data Protection Officer (DPO) of ELA

You may contact the Data Protection Officer (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) 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 (DPO) publishes the register of all processing operations on personal data by ELA, which have been documented and notified to him. 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-2026-0004 Registration on the Swapcard app for event access and community participation**