



EUROPEAN COMMISSION

## **PROTECTION OF YOUR PERSONAL DATA**

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

**Processing operation:** Organisation, management and follow-up of Business Fora (including registration and matchmaking activities: *Ghana–EU Business Forum of 3-4 July 2024, Accra, Ghana*)

**Data Controller:** European Commission, Directorate-General for International Partnerships, Delegation of the European Union to Ghana.

**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 *Ghana–EU Business Forum of 3-4 July 2024 in Accra, Ghana* undertaken by the Directorate-General for International Partnerships (hereinafter ‘DG INTPA’), Delegation of the European Union to Ghana. 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 linked to *Ghana–EU Business Forum of 3-4 July 2024 in Accra, Ghana*, organised by the Delegation of the European Union in Ghana, is presented below.

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

Purpose of the processing operation: The Delegation of the European Union to Ghana, under the supervision of the Head of Delegation (hereinafter ‘Data Controller’) collects and further processes your personal data to facilitate the operation and management of the *Ghana–EU Business Forum* (before, during and after), to promote and inform the public interested in business and investment on the content and operation of the business forum and to process your application for participation in that *event*.

Live web-streaming and audio-visual recording at the event 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 Ghana–EU Business Forum on the European Commission’s webpages, European Union in Ghana’s website and on the Delegation’s social media accounts.

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.

Participants that do not wish to be part of the above web-streaming and recording/publishing activities have the possibility to object to processing. They will be offered sitting in the no photo/video zones for the event’s sessions and issues a special colour ‘no-photo/video’ badge for easy recognition by the media crews. Any requests for such badges should be sent through the comments box of the registration module on B2Match platform of the event.

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

## 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 Ghana–EU Business Forum (including web-streaming, photos, audio-visual

recording) are necessary for the performance of a task carried out in the public interest laid down in Union law, in the meaning of Article 5(1)(a) and 5(2) of Regulation (EU) 2018/1725.

Articles 4(4) of the Treaty on the Functioning of the European Union (TFEU)<sup>(1)</sup> provide that the Union shall have competence to carry out activities and conduct a common policy in the area of development cooperation. Pursuant to Article 21(1) and (2) of the Treaty on the European Union (TEU),<sup>(2)</sup> to achieve this objective the Union shall develop relations and build partnerships with third countries and pursue policies and actions in order to inter alia foster the sustainable economic, social and environmental development of developing countries and encourage the integration of all countries into the world economy. Within the European Commission, DG INTPA is in charge of the European development policy in the wider framework of international cooperation. Article 208 of the TFEU provides that Union development cooperation shall have as its primary objective the eradication of poverty.

Additionally, you have given your consent (in the meaning of Article 5(1)(d) of Regulation (EU) 2018/1725) to the processing of your personal data for one or more of the specific purposes listed below:

- the processing of your personal data relating to your dietary requirements and/or access requirements;
- The recording and publication of your image (individual and small group pictures as well as videos) and voice on the Ghana-EU Business Forum website and on the EU Delegation to Ghana social media: Facebook, Instagram, X (former Twitter) and LinkedIn in the framework of the Business Forum for communication and promotion purposes;
- the sharing of the Ghana–EU Business Forum participants’ list containing your name and affiliation with other participants for the purposes of networking and B2B matchmaking.
- the processing of your personal data for inviting you to future events the data controller may organise;

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:

- for withdrawing consent that you have provided in order to benefit from other services, please contact the controller of the meeting/event at [Delegation-ghana@eeas.europa.eu](mailto:Delegation-ghana@eeas.europa.eu)

<b>4. Which personal data do we collect and further process?</b>
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The following personal data will be processed:

- contact details (function/title, first name, last name, name of organisation, city, country, e-mail address, telephone number);
- financial information (such as a payment card number or bank account) may be collected for the payment of fees of the exhibition booths
- dietary requests (if any) or specific access requirements;

<sup>(1)</sup> Consolidated version of the Treaty on the Functioning of the European Union (OJ C 202, 7.6.2016, p. 47).

<sup>(2)</sup> Consolidated version of the Treaty on the European Union (OJ C 202, 7.6.2016, p. 13).

- audio and/or visual material.

## 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 is 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 Ghana–EU Business Forum (this includes the information given during the registration, before, during or after the event) will be deleted **one year** after the last action in relation to the business forum.
- 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 Ghana–EU Business Forum, but no later than within **1 month** after the end of the Ghana–EU Business Forum Recordings from the web-streamed Ghana–EU Business Forum 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).
- In case of taking and publication of photos and audio-visual recording of the Ghana–EU Business Forum, these will be kept for **3 months** after the Ghana–EU Business Forum 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 controller for future mailing purposes (e.g., for receiving newsletters or invitations to similar events) are processed in line with the Record of Processing (see DPR-EC-03928.1 on Management of subscriptions to receive information)
- 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 Commission or of 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.

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

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.

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

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

Where necessary, we may also share your information with service providers for the purposes of organising the Ghana –EU Business Forum of 3-4 July 2024 in Accra, Ghana: GOPA PARTNERS IN ACTION FOR CHANGE AND ENGAGEMENT (B&S Europe), and GOPA COM. (GC).

### **Third party IT tools, including Social Media**

For registration and matchmaking purposes, the Data Controller will use the following third party IT tool: ‘B2Match’ (for both hosting the Ghana-EU Business Forum website and for matchmaking).

We recommend that users read the relevant privacy policies of B2Match available here: [Privacy Policy \(b2match.com\)](#) carefully before using them. 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.

The use of a third party IT tool does not in any way imply that the European Commission endorses them or their privacy policies.

### **Social Media**

In order to inform about and promote the Ghana-EU Business Forum, the Data Controller uses widely used communication channels, including social media. To that end, videos may be uploaded to the Facebook page of the Delegation of the European Union to Ghana and posts can appear on X (former Twitter), Instagram, LinkedIn and Facebook. The use of social media does not in any way imply endorsement of them or their privacy policies. We recommend that users read the X (former Twitter), Facebook, Instagram, LinkedIn and YouTube privacy policies which explain their data processing policy, use of data, users' rights and the way how users can protect their privacy when using these services. 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).

### **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).

When you visit the website(s) of our Ghana–EU Business Forum and when you register, we will keep the browser history of your visit for a maximum of until end of contract with our service provider, mentioned in section 7 of this document, currently foreseen to end on 21/03/2026. This information will then be deleted. The collection, aggregation and anonymising operations are performed in the data centre of the European Commission under adequate security measures.

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 meeting/event 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.

## **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.

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 through e-mail: [Delegation-ghana@eeas.europa.eu](mailto:Delegation-ghana@eeas.europa.eu). 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: Directorate-General for International Partnerships, Delegation of the European Union to Ghana: [Delegation-Ghana@eeas.europa.eu](mailto:Delegation-Ghana@eeas.europa.eu)

### **- The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto: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](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?**

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>.