

## Privacy statement regarding online registration and participation in the meetings of the Member State Representatives Group organised by the European Institute of Innovation and Technology

This privacy statement provides information relating to the processing of personal data by the European Institute of Innovation and Technology (EIT) while managing the online registration and participation in the meetings of the EIT Member State Representatives Group (MSRG) organised by the EIT. The processing of personal data of the data subjects follows the provisions of Regulation (EU) 2018/1725 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<sup>1</sup> (hereinafter “Regulation 2018/1725”).

Your personal data will be collected and processed as detailed below.

### **What is personal data and what is personal data processing?**

**Personal data** shall mean any information relating to an identified or identifiable natural person (“data subject”). An identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, and identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

**Processing** means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automatic means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

### **Who is the controller of the data collection?**

The data controller is Head of OPS2 Department (Innovation, Education and Communication) of the EIT.

### **Who are the data subjects?**

The data subjects are the registered event participants.

### **What is the purpose of the personal data collection?**

The processing of the personal data within the context of the meetings of the EIT Member State Representatives Group (held in a physical format in Budapest, Brussels or other cities) is necessary for the following purposes:

- To register the members of the MSRG for the meetings;

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<sup>1</sup> OJ L 295 of 21.11.2018, p. 39.

- To ensure the efficient management of the logistics of the meetings, including booking the travel arrangements for the participants via the platform on B2Match, local transportation, managing information regarding dietary restrictions, etc.

Registration is required only for the MSRG members whose registration is managed via an online registration page, maintained by ICF NEXT S.A., the contractor of the EIT (see below).

(The privacy statement relating to the management and functioning of the MSRG can be found on the EIT website: [https://eit.europa.eu/sites/default/files/privacy\\_statement\\_msrg\\_.pdf](https://eit.europa.eu/sites/default/files/privacy_statement_msrg_.pdf))

### **What types of personal data are collected?**

Within the context of the online registration process for the MSRG meetings organised by the EIT, the following types of personal data are processed in relation to the data subjects: title, family name, first name (as in valid travel document: ID/passport), MSRG membership (Representative or Substitute), nationality, name and type of the organisation, position in the organisation, contact details: e-mail address, telephone number. In addition to the above, MSRG members will also indicate their dates of birth for the provision of travel insurance by the European Commission CIGNA insurance for the duration of their participation in the meeting.

### **Who has access to the personal data of data subjects and to whom can they be disclosed?**

#### **Within the EIT:**

For the purposes indicated above, access to personal data is provided to the EIT MSRG Secretariat responsible for the organisation and for the follow-up activities of the meeting.

#### **Within the Commission and other EU institutions/bodies/agencies:**

Access may also be provided for the fulfillment of their tasks to the Internal Audit Service of the Commission, the Court of Auditors (audit purposes), to the European Ombudsman, the European Data Protection Supervisor or the European Court of Justice and the General Court (in case of complaints or litigation).

#### **Third parties subject to the GDPR<sup>2</sup> and third parties not subject to the GDPR:**

ICF NEXT S.A., as the external contractor of the EIT involved in the organisation of the meetings, is processing the personal data on behalf of the EIT. The written framework contract between the EIT and ICF Next S.A. contains several provisions on the protection of personal data. The privacy statement of ICF can be found here: <https://www.icf.com/legal/privacy-statement>.

In particular, as event organiser, ICF is responsible for maintaining the online registration process and the management of travel arrangements (flight/train tickets, hotel bookings, local transfers). Therefore, the

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<sup>2</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

subcontractors of ICF (such as a selected travel agency, a hotel and ground transportation company depending on the location and venue of the MSRSG meeting) will process the data subjects' personal details in order to organise and manage the travel, accommodation and local transfers for the MSRSG members.

When the data subjects register to the meeting, they are made aware that B2MATCH collects the personal data included in the registration form. In addition, B2MATCH collects the data subjects' IP addresses, website data, geolocation, and browser-generated information (including device information, operating system, device type, system, cookies or other technologies used to analyse users' activity). For details about B2MATCH privacy practices please read: <https://www.b2match.com/privacy-policy>.

The personal data indicated above are collected, uploaded and stored on its servers based in Europe, consulted, transmitted to the EIT, used and finally erased at the end of the retention period.

### How long do we keep your data?

- Personal data relating to the participation of the MSRSG members in the meetings will be retained for *2 years from the date of the MSRSG meeting*.
- After the above-mentioned retention period, the data relating to the meetings required for scientific or historical research purposes, statistical purposes should be kept in an anonymous form.

### What are the rights of the data subject?

In accordance with Articles 15, 17, 18, 19 of the Data Protection Regulation of European Institutions the data subjects have the **right for information**, the **right of access**, the **right of rectification** in case their personal data is not complete or not accurate and the **right to erasure** ("right to be forgotten").

Data subjects have the right to obtain the **erasure** of their personal data in accordance with Article 19 of the Regulation and in particular in the cases when the personal data are no longer necessary in relation to the purposes for which they were collected, if the data subject withdraws its consent, or in case of unlawful processing. This means that data subjects may opt out of the processing of their personal data (e.g. erase their personal data from the participants list or remove their photo from the EIT website).

Data subjects have also the **right to restriction** of processing of personal data in accordance with Article 20 of the Regulation, and the **right to object** on grounds listed in Article 23 of the Regulation.

The rights of the data subjects can be exercised from the registration period and until the personal data is retained.

The rights can be only exercised by sending a request in a written form to the EIT MSRSG Secretariat, email: [msrg@eit.europa.eu](mailto:msrg@eit.europa.eu). As a general rule, the requests for information, access, rectification, erasure restriction are handled without undue delay and in any event within 15 days of receipt of the request. This period may be extended by two further months, where necessary, taking into account the complexity and number of the request(s).

Restrictions to the rights of data subjects may be applied by the EIT, in accordance with Article 25 of the Data Protection Regulation of the European institutions and the EIT internal rules on restrictions<sup>3</sup>.

### **Who should be contacted in case of queries or complaints?**

If you have any queries concerning the processing of your personal data, you may address them to the following email: [msrg@eit.europa.eu](mailto:msrg@eit.europa.eu).

You have the right of recourse at any time to the EIT's Data Protection Officer ([EIT-DPO@eit.europa.eu](mailto:EIT-DPO@eit.europa.eu)) and to the European Data Protection Supervisor ([EDPS@edps.europa.eu](mailto:EDPS@edps.europa.eu)) or contact the site: <http://www.edps.europa.eu/EDPSWEB/>.

### **Legal basis of the processing operation**

- Regulation (EU) 2021/819 of the European Parliament and of the Council of 20 May 2021 on the European Institute of Innovation and Technology (recast) ('EIT Regulation')<sup>4</sup>;
- Decision (EU) 2021/820 of the European Parliament and of the Council of 20 May 2021 on the Strategic Innovation Agenda of the European Institute of Innovation and Technology (EIT) 2021-2027: Boosting the Innovation Talent and Capacity of Europe and repealing decision No 1312/2013/EU ('EIT Strategic Innovation Agenda 2021-2027')<sup>5</sup>;
- Decision 42/2023 of the EIT Governing Board on the adoption of the Final Single Programming Document (2024-2026)<sup>6</sup>.

### **Grounds for lawfulness**

In line with Article 5(a) of Regulation No. (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 EIT. The organisation of the MSRSG meetings is part of the public interest activities of the EIT, as laid down in the EIT Regulation.

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<sup>3</sup> The final version has been published at the following link: <https://eit.europa.eu/library/gb-decision-222023-internal-rules-concerning-restrictions-certain-rights-data-subjects>

<sup>4</sup> OJ L 170, 12.5.2021, p. 1.

<sup>5</sup> OJ L 189, 28.5.2021, p. 61.

<sup>6</sup> Ares(2023)8668848