



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: *Organisation and management of meetings and conferences*

Data Controller: *European Commission, Directorate General for Energy, Unit B4 on Digitalisation, Competitiveness, Research and Innovation*

Record reference: *DPR-EC-01063.1*

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1. Introduction

The European Commission (hereafter ‘the 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 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.

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.

This privacy statement concerns the processing operation *Organisation and management of meetings and conferences* undertaken by the European Commission, DG ENER, Unit B4 as presented below.

For the purpose of this privacy statement and the corresponding record, the current privacy statement concerns the management and registration of participants at the 20th Strategic Energy Technologies Plan (SET Plan) Conference in Cork, Ireland, 3-5 November 2026.

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

Purpose of the processing operation: The European Commission collects and uses your personal information only for the organisation, preparation, management and follow-up of the 20th SET Plan Conference. More specifically, this concerns the following processing activities:

- communication activities such as sending e-mails and invitations (this entails the management of contact lists for correspondence);
- exchange of meeting documents (notably through information sharing and circulation of documents via e-mail, - Information system supporting the organisation of meetings or CIRCABC (see Record of Processing DPR-EC-01666 - CIRCA and CIRCABC – Global User Directory) and sharing of information with other Commission services to follow-up on the conference concerned;
- discussion among the participants in the conference, matchmaking: in certain cases, the participants in the conference need to know each other's names and contact details, so that they can discuss topics on the agenda of the event before, during or after the conference;
- organisational and administrative activities to ensure the participants' access to the conference site;
- audio-visual recording of the meetings for the purpose of drafting minutes (see Records of Processing DPR-EC-01937 (Language Technologies and Speech Services) audio-visual recording of the conference for the purpose of producing a video of the event to be published on the event website.

Audio-visual recording at the meeting of the speakers, organisers and participants, as well as photographs of the speakers and panoramic photographs of participants and organisers will be taken with a double purpose: to produce an event video to be published on the event website and to enable accurate minute taking and internal communication.

The audience or non-speaker participants may appear on panoramic photographs of the whole event/audience. Participants that do not wish to be part of the above recording/publishing activities have the possibility to object to processing.

Personal data may be stored in the Commission's document management system (for further information on the Commission's document management system please refer to the processing operation 'Management and short- and medium-term preservation of Commission documents', reference number: DPR-EC-00536).

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 processing is necessary for the performance of a task carried out in the public interest (Article 5(1)(a) of Regulation (EU) No 2018/1725).

Experts play an important role in enabling the Commission to collect advice and views from a

variety of key actors, such as Member States' authorities, private stakeholders, scientists and professionals. The Commission uses advice and expertise received as a basis for sound policy making and implementation.

The natural way for the Commission to obtain the opinion of the experts is in meetings and conferences. Furthermore, preparing minutes of the meetings and conferences allows for the proper documentation of the work of the expert groups and also increases the transparency on conferences.

For specific processing activities the consent of the data subject is necessary: the names of the representatives of organisations, Member States' authorities and other public entities are included in the minutes of the meetings only subject to their prior freely given, specific, informed and unambiguous consent, in compliance with Article 3(15) and Article 7 of Regulation (EU) No 2018/1725. In some cases, it may be necessary for participants to have each other's names and contact details so that they can participate, prepare and follow-up on meetings, and in those cases such personal data will be shared based on consent of the data subjects.

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

In order to carry out this processing operation the Data Controller may collect the following categories of personal data:

- Personal data necessary for organising and managing meetings such as name, organisation to which he/she belongs, professional contact details, such as phone and e-mail address;
- Personal data necessary for security (access control to the conference venue) such as ID card/Passport number and date of birth, name, surname, organisation the person belongs to;
- Personal data included in the minutes of meetings, such as names of meeting participants and their positions expressed (in case of representatives of organisations, Member States' authorities and other public entities, only based on their prior freely given, specific, informed and unambiguous consent, if at all);
- Personal data necessary for establishing the attendance list and the minutes: signature, audio-visual recording of the meeting;
- Personal data processed for audio-visual recording of the meeting;
- Personal data collected during meetings held virtually;
- Personal data necessary to manage the participant's travel and accommodation;
- Personal data necessary for establishing specific dietary requirements in order to ensure appropriate catering services.

The provision of the above-mentioned personal data is mandatory in order to allow for the organisation of, and participation in the meeting, the access of participants to the venue. If you do not provide these personal data, possible consequence is the impossibility to attend meetings.

We have obtained your personal data directly from you via the registration form.

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, namely for a maximum of 5 years after closure of the group to which the personal data processed belongs. The documents related to the meeting participation are transferred to the Historical Archives for permanent preservation².

The 'administrative retention period' of five years is based on the retention policy of Commission documents and files (and the personal data contained in them), governed by the common Commission-level retention list for European Commission files (SEC(2022)400).

It is a regulatory document in the form of a retention schedule that establishes the retention periods for different types of Commission files. That list has been notified to the European Data Protection Supervisor.

The 'administrative retention period' is the period during which the Commission departments are required to keep a file depending on its usefulness for administrative purposes and the relevant statutory and legal obligations.

This information is without prejudice to different retention periods which may apply to personal data processed for the purpose of reimbursing travel and subsistence costs, payment of special allowances, ensuring the participant's access to the venue and technical processing of an event video, in accordance with the dedicated processing operations notified to the DPO by the responsible Commission departments.

Video of the conference will be kept and published on the event website after the event.

Personal data of the participants shared with the Commission to gain access to the venue is kept **for 6 months** after the termination of the link between the data subject and the Commission.

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 on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

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 personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

² For further information about the processing operations concerning the Historical Archives, please consult the Record of processing 'Management and long-term preservation of the European Commission's Archives', registered under reference number DPR-EC-00837.

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

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

Personal data related to the registration process and participation in the meeting, necessary to access the venue, any specific dietary requirements as well as personal data necessary for managing accommodation and travel arrangements for participants, will be processed by the EC contractor, ICF NEXT¹ and the tool used for the registrations: B2Match² and EU Survey³. Collected data will be shared with the EU Irish Presidency team responsible for the event management. Travel related information will be used by the contracted travel agency: IP Travel⁴. Personal Data needed for accommodation purposes will be processed by the Moxy Cork Hotel⁵. Additionally, Cork Town Hall⁶ and the EU Irish Presidency team will process details such as: Name, ID number, expiry date for approval of access to the venue and for protocol purposes. The Audio-visual team onsite, Excellent Choice⁷ will process the recordings contains faces of participants/speakers. An official event photographer will be present. All photographs taken will be processed in accordance with this privacy notice.

Furthermore, professional contact details of participants may be shared with other participants if necessary for the organisation, preparation, management or follow-up meeting.

The minutes of the meeting are made public on the event website and in some cases contain personal data, as explained under Heading 2 of this privacy statement.

Please note that pursuant to Article 3(13) of Regulation (EU) 2018/1725, public authorities (e.g. Court of Auditors, EU Court of Justice, European Ombudsman) 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), as well as Articles 35 and 36 of Regulation (EU) 2018/1725, in particular the right to access your personal data and to rectify them in case your personal data is inaccurate or incomplete. Under certain conditions, 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

¹ More information on how ICF Next processes personal data [here](#).

² More information on how B2Match processes personal data [here](#).

³ More information on how EU Survey processes personal data [here](#).

⁴ More information on how IP Travel processes personal data [here](#).

⁵ More information on how Moxy Cork processes personal data [here](#) and [here](#).

⁶ More information on how Cork Town Hall processes personal data [here](#).

⁷ More information on how Excellent Choice processes personal data [here](#).

situation.

Insofar the processing of your personal data is based on your consent (namely concerning access requirements, the publication or sharing of your personal data in certain cases), 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.

Data subject requests shall be handled within one month from receipt of the request by the Commission. That period may be extended pursuant to 14(3) of Regulation (EU) 2018/1725. Should more time be required to handle the request for justified reasons, the data subject shall receive a holding reply from the de facto operational controller responsible for the 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:

European Commission, *Directorate General for Energy, Unit B4* at ENER-B4-SECRETARIAT@ec.europa.eu.

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (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) 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 Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-EC-00744.