

## PRIVACY STATEMENT

### for EDA Meetings and Conferences

<b>1. INTRODUCTION</b>
<p>This Privacy Statement describes the measures taken to protect your personal data with regard to EDA Meetings and Conferences and what rights you have as a data subject. EDA protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data (Article 1(1) of Regulation 2018/1725).</p>
<b>2. CONTROLLER OF THE PROCESSING OPERATION</b>
<p>European Defence Agency Rue des Drapiers 17-23 B-1050 Brussels <a href="http://www.eda.europa.eu">www.eda.europa.eu</a></p>
<b>3. PURPOSE OF THE PROCESSING</b>
<p>The purpose of this processing activity is the organisation of meetings and conferences, including management of contact lists, invitations, participants lists, distribution of minutes/reports, follow-up actions and networking among participants.</p> <p>Personal data are collected and retained by EDA in order to facilitate the organisation, conduct and follow-up of these events and to provide participants with information (including name and affiliation of other participants), to record the presence of persons and to communicate conclusions and reports.</p> <p>EDA regularly organises meetings (e.g. workshops, working groups, conferences etc.) with externals. Meetings may take place in-house, in external locations, via webtools or in a hybrid format and may involve both EDA staff and/or external stakeholders from various backgrounds.</p>
<b>4. DATA PROCESSED</b>
<p>Data processed are necessary for the organization or management of follow-up to a meeting and can include the following:</p> <ul style="list-style-type: none"> <li>- Identification and contact details such as name, position, entity, nationality, telephone number and e-mail address and other identifiers, as necessary;</li> <li>- Photographs, audio or video recording or livestreaming in the context of a meeting (opt-in required as per separate consent form);</li> <li>- Others, such as dietary requirements, if relevant.</li> </ul>
<b>5. RECIPIENTS OF THE DATA</b>
<p>The access to all personal data as well as all information collected in the context of the meeting, and the organisation thereof, is granted to a defined number of users, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with Union legislation.</p> <p>These users typically are:</p> <ul style="list-style-type: none"> <li>- Organiser of the meeting;</li> <li>- EDA staff assigned to the project;</li> </ul>

<ul style="list-style-type: none"> <li>- Other participants of the meeting;</li> <li>- External contractors (if relevant).</li> </ul>
<p><b>6. PROTECTION AND SAFEGUARDING OF THE DATA</b></p>
<p>Data will be processed in accordance with the high security standards established by EDA. EDA external contractors are obliged by the respective contract to adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature of the personal data concerned.</p>
<p><b>7. RIGHT OF ACCESS AND RECTIFICATION OF THE DATA</b></p>
<p>As a data subject you have the right to access your personal data and the right to correct any inaccurate or incomplete personal data, as well as to request the removal of your personal data, which will be implemented within 15 working days after the request has been deemed legitimate. If you have any queries concerning the processing of your personal data, you may address them to the data controller at the mailbox used to organise the respective meeting. Additionally, data subjects can contact the DPO under <a href="mailto:dataprotection@eda.europa.eu">dataprotection@eda.europa.eu</a>.</p>
<p><b>8. TIME LIMIT FOR STORING DATA</b></p>
<p>Personal data are kept only as long as necessary for the purposes of the specific meeting/event. It will be deleted 1 year after the respective meeting, if not needed for network building, setting up databases and follow-up interaction, under specific notified processing operations.</p> <p>Data other than contact details will be retained for a maximum period of 1 year after the last conference of the series or after the database is no longer necessary for networking as defined under the purposes for the relevant processing operation.</p> <p>The contact details of participants will be part of a list shared internally amongst EDA staff for the purpose of contacting the participants in the future in the context of subsequent EDA activities related to the meeting/conference. You can always unsubscribe and ask EDA for your data to be deleted.</p>
<p><b>9. LEGAL BASIS FOR THE PROCESSING OPERATION</b></p>
<p>Articles 5(1)(a) (public interest) and 5(1)(d) (consent) of Regulation 2018/1725; Article 31 of Council Decision (CFSP) 2015/1835 of 12 October 2015 defining the statute, seat and operational rules of the European Defence Agency. For processing activities requiring an opt-in of the participant, EDA will ask for your consent separately.</p>
<p><b>10. CONTACT DPO</b></p>
<p>In case you have any questions or queries concerning data protection at the European Defence Agency, you can also contact the Data Protection Officer at <a href="mailto:dataprotection@eda.europa.eu">dataprotection@eda.europa.eu</a>.</p>
<p><b>11. RECOURSE TO EDPS</b></p>
<p>As a data subject you have the right to have recourse at any time to the European Data Protection Supervisor (<a href="http://www.edps.europa.eu">http://www.edps.europa.eu</a>) at <a href="mailto:edps@edps.europa.eu">edps@edps.europa.eu</a>.</p>
<p><b>12. ADDITIONAL INFORMATION</b></p>
<p>More information on Data Protection at the European Defence Agency can be obtained on our public website <a href="https://www.eda.europa.eu/Aboutus/how-we-work/data-protection">https://www.eda.europa.eu/Aboutus/how-we-work/data-protection</a>.</p>