



## PROTECTION OF YOUR PERSONAL DATA

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

**Processing operation:** Event Registration and Organisation

**Data Controller:** Bio-based Industries Joint Undertaking (BBI JU) Executive Director

**Record reference:** BBI JU PO-3-01

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## 1. Introduction

The Bio-based Industries Joint Undertaking (hereafter 'BBI JU') is committed to protect your personal data and to respect your privacy. The BBI JU 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 the operation 'Event Registration and Organisation' undertaken by BBI JU is presented below.

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

**Purpose of the processing operation:** The BBI JU collects and uses your personal information to register interested persons for effective management of meetings, provide access to the BBI JU event venues, and maintain participant's lists as well as allowing possible event follow-up actions including feedback collection, specific communication activities and sharing of presentations

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?

Lawfulness of the processing of personal data: performance of a task carried out in the public interest and the data subject has given consent to the processing of his or her personal data for one or more specific purposes (articles 5.1 (a) and (d) of Regulation 2018/1725).

Specific legal basis: - Article 2 c) n) and o) of the Statutes annexed to Council Regulation (EU) No 560/2014 of 6 May 2014 establishing the BBI JU,

We process your personal data, because:

- (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;
- (b) processing is necessary for compliance with a legal obligation to which the controller is subject.



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

In order to carry out this processing operation, BBI JU collects the following categories of personal data:

- a) Contact data: title (optional), first name, last name, function (optional), organisation, e-mail address, phone number (optional) and if relevant access requirements;
- b) ID number;
- c) Dietary requirements, only for certain events;
- d) Photographs – participants that prefer their photo not be taken should inform the organiser (see point 7 of this document);
- e) Webstreaming, only for certain events;
- f) Sound recordings under certain provisions.

#### 5. How long do we keep your personal data?

BBI JU only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for up to 5 years after the event.

#### 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 BBI JU or of its contractors. 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, BBI JU has put in place a number of technical and organisational measures in place. 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. Photo and video material from the event

This event will be photographed and filmed. Full speeches or parts of them may be reused for internal documentation or in any public communication activity. Your participation in this meeting involves the acceptance of being photographed / filmed and no restriction fee can be requested for any use or reuse of the images.

If you prefer that your images are neither recorded nor published on any platform, you have the possibility to opt-out by sending an email to [events@bbi.europa.eu](mailto:events@bbi.europa.eu)

In these cases, and according to the available resources, the BBI JU could offer those participants an alternative room where to follow conference and debates by means of live webstreaming displayed on a screen. Clear indication and information will be provided to the staff in charge of the event correctly guiding participants. In case of unavailable resources, those participants can locally follow live conference and debates at the webstreaming internet address indicated on the event webpage on the BBI JU website.



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

- a) BBI JU communication staff;
- b) External service providers (VO Communication) and their subcontractors;
- c) Other participants will be able to see in certain cases the name of the data subject and its organisation.

## 9. 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, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or 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). [If applicable, indicate if your processing relates to automated decision-making, including profiling (Article 24(2)(b) of Regulation (EU) 2018/1725)].

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 in section 10 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 section 10 below) in your request.

## 10. BBI JU Contact information

### **BBI JU 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 BBI JU.

### **The Data Protection Officer (DPO) of the BBI JU**

You may contact the Data Protection Officer 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.