



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: *Information sessions – Freelance translation for the European Commission – New call for tender TRAD19*

Data Controller: DGT.R

Record reference: DPR-EC-00616

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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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

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 operation carried out in the framework of the ***Information sessions – Freelance translation for the European Commission – New call for tender TRAD19*** undertaken by *Directorate-General for Translation of the European Commission – DGT* is presented below.

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

Purpose of the processing operation: DGT.S.2 collects and uses your personal information to ensure an adequate organization, follow-up, communication and promotion of the ***Information sessions – Freelance translation for the European Commission – New call for tender TRAD19*** organized by DGT.S.2.

The purposes of the processing of personal data include in particular management/organisation of the meeting, lists and mailing lists for contacts, invitations, participants, follow-up actions, photographs/pictures, presentations, live web streaming and/or audio and video recording of speakers and participants, news and publications.

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

The processing operations on personal data for the organization, management and promotion of the ***Information sessions – Freelance translation for the European Commission – New call for tender TRAD19*** are necessary and lawful under the Article 5(1) and Recital (22) of Regulation (EU) 2018/1725.

Under Article 5(1), 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;
- (e) processing is necessary in order to protect the vital interests of the data subject or of another natural person.

Under Recital (22), we process personal data for the performance of tasks carried out in the public interest by the Union institutions and bodies includes the processing of personal data necessary for the management and functioning of those institutions and bodies.

Legal basis

The processing operations on personal data linked to the organization, management, follow – up and promotion of the **Information sessions – Freelance translation for the European Commission – New call for tender TRAD19** is necessary for the management and functioning of the Commission, as mandated by the Treaties, and more specifically Articles 5, 11 and 13 TEU and Articles 15, 244 - 250 TFEU. In addition, the processing is necessary as part of the European Commission's obligation to provide information about EU-financed external action, according to Article 4(5) of Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action (OJ L 77, 15.3.2014, p. 95). Processing operations linked to pictures, photos, video/voice recordings take place based on the explicit consent of the data subject. The data subjects give their consent via a clear affirmative act by ticking a box on the online registration form.

No restrictions under Article 25 of Regulation (EU) 2018/1725 apply.

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

The personal data collected and further processed for the purposes of the organisation and management of the **Information sessions – Freelance translation for the European Commission – New call for tender TRAD19** may include in particular:

- data necessary for the organisation and management of the meeting, such as gender (needed for the right title) /name/surname/profession/ postal and/or e-mail addresses/ phone number/fax number, dietary requirements, information on mobility, etc.
- identity/passport number/identity/passport expiration date/date of birth (for access control purpose by security guards to the Commission's premises – see [DPO-2638¹](#))
- pictures, presentations, live web streaming and/or audio and video recording of speakers and participants, to which data subjects agree their consent by ticking a box on the online registration form.
- live web streaming, video recording and images of the speakers and the participants, as well as photographs of groups of participants and organizers could be taken and published in the context of the meeting. Participants express their consent by ticking a box on the online registration form.

The provision of personal data is mandatory to meet a *statutory* requirement to exercise access control to the Commission's premises for the organization, management and promotion of the **Information sessions – Freelance translation for the European Commission – New call for tender TRAD19** and to enforce restricted rights in what information data subjects can see an work with. If you do not provide your personal data, possible consequences are no access to the Commission's premises.

No data fields which fall under Article 10 of Regulation (EU) 2018/1725.

¹ <http://ec.europa.eu/dpo-register/detail/DPO-2638-4>

5. How long do we keep your personal data?

DGT.S.2 only keeps your personal data as long as follow-up actions to the ***Information sessions – Freelance translation for the European Commission – New call for tender TRAD19*** are necessary, considering the purpose(s) of the processing of personal data and its related management.

- Personal data is kept as long as follow-up actions to the ***Information sessions – Freelance translation for the European Commission – New call for tender TRAD19*** are necessary with regard to the purpose(s) of the processing of personal data as well as for ***Information sessions – Freelance translation for the European Commission – New call for tender TRAD19*** and its related management. All personal data will generally be deleted from databases 1 year after the last action in relation to ***Information sessions – Freelance translation for the European Commission – New call for tender TRAD19***. Reports containing personal data will be archived according to the relevant Commission's legal framework.
- Data necessary for security purposes (e.g. access to buildings) are kept for the period specified in DPO-2638.
- Data necessary for logistics purposes (reimbursement of expenses, transport, etc.) are kept according to the rules set in the Regulation (EU, Euratom) 2018/1046.

Participants can request their personal data to be deleted by sending an email both to the Data Controller, DGT.R via DGT-DATA-PROTECTION@ec.europa.eu AND to the Data Processor via DGT-FL-TRAD-19@ec.europa.eu.

Reports containing personal data will be archived according to the Commission's legal framework.

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 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 the Commission staff responsible for carrying out this processing operation and to authorised staff according to the 'need to know' principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Only a defined population of users (organisers of the events, internal or external to the Commission) have access to personal data used for organisational purposes (e.g. for booking transports, for access control, etc.) through UserID/Password. In addition, access to this data may also be granted to the bodies in charge of a monitoring or inspection task in accordance with Community legislation.

For visibility purposes, personal data (pictures, video or audio recording) are diffused to a wider public (intranet or Internet). If you do not agree with your image or voice being recorded and published, please use the possibility to opt out by contacting the organiser (see the Contact Information below) and explicitly specifying your request. In these cases, and according to available recourses, the organiser may offer an alternative room to those participants to follow the meeting and participate by means of live web streaming. In case of unavailable recourses, you will be seated in a thereto designated part of the meeting room where there is no camera registration. Participants not wishing to have their photograph taken should inform the organisers at the beginning of the event or request the deletion of their pictures after the event by email to the organiser (see the Contact Information below).

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) 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).

You have consented to provide your personal data to DGT.S.2 for the present processing operation. 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.

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 both the Data Controller, DGT.R via DGT-DATA-PROTECTION@ec.europa.eu AND the Data Processor via DGT-FL-TRAD-19@ec.europa.eu.

- The Data Protection Officer (DPO) of the Commission

You may contact the DPO (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 EDPS (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 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-00616*.