



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: Stakeholder Webinar on the revision of the TEN-E Guidelines

Data Controller: European Commission, Directorate-General for Energy, Directorate for Internal Energy Market, Unit B1 - Networks & Regional Initiatives

Record reference: Record DPR-EC-01063 : Processing of personal data linked to meetings and events

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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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data in the context of Stakeholder Webinar on the revision of the TEN-E Guidelines and follow-up actions. It explains 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 Stakeholders Webinar on the revision of the TEN-E Guidelines undertaken by Data Controller, is presented below.

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

Purpose of the processing operation: The Data Controller collects and further processes your personal data to provide you with information about the organisation of a Stakeholder Webinar in the context of the revision of the TEN-E Guidelines (before, during and after) and process your application for participation in this event and related follow-up actions.

The purposes of the processing of personal data include in particular: management of lists and mailings-lists for contacts, invitations, webinar reports, follow-up actions, live web streaming and audio and video recording of speakers and participants, related news and publications. The Data Controller collects and uses your personal information to organise dedicated meetings, exchange of information and consultations necessary for the revision of the Regulation (EU) 347/2013 on guidelines for trans-European energy infrastructure.

As the webinar will be carried out using video conferencing software, audio and visual recordings will be taken during the Stakeholder Webinar on behalf of Directorate-General for Energy, Directorate for Internal Energy Market, Unit B1 - Networks & Regional Initiatives of the European Commission.

If you do not want to be recorded during the event, please make sure you do not turn on your camera during the webinar and you intervene solely by the means of written chat during the Stakeholder Webinar. The software does not allow for any other arrangements.

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

The processing operations of personal data 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, namely for the organization, management, follow-up and promotion of the Stakeholder Webinar on the revision of the TEN-E Guidelines (including web-streaming, audio-visual recording). This task is related to 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. Consequently, those processing operations are lawful under Article 5(1)(a) of

Regulation (EU) 2018/1725 (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).

Processing operations linked to 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.**

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

Personal data collected and further processed for the purposes of the organisation and management of the Stakeholders Webinar on the revision of the TEN-E Guidelines may include in particular:

- Data necessary for the organisation and management of the meeting, such as first name, family name, profession, organisation, e-mail address.
- Presentations, live web streaming and audio and video recordings of speakers and participants, subject to the explicit and free consent from the participants.

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 the Stakeholders Webinar on the revision of the TEN-E Guidelines and its related management.

For each of the categories of personal data that is processed, please find below the retention details and the reference to the relevant record of:

- All personal data related to the organisation and management of the Stakeholders Webinar on the revision of the TEN-E Guidelines (this includes the information given during the registration, before, during or after the event) will be deleted **one year** after the last action in relation to this event.
- Sensitive personal data relating to access requirements will be deleted as soon as they are no longer necessary for the purpose for which they have been collected in the framework of the Stakeholders Webinar on the revision of the TEN-E Guidelines, but no later than within **1 month** after the end of the event.
- Recordings from the web-streamed Stakeholders Webinar on the revision of the TEN-E Guidelines will be kept for **2 years** before being deleted. More information is available in the Record of Processing DPR-EC-00306 (Web-streaming of Commission events).
- The audio-visual recording of the Stakeholders Webinar on the revision of the TEN-E Guidelines will be kept for **3 months** after the event before being deleted. More information is available in the Record of Processing DPR-EC-01937 (Audio-visual recording of meetings).
- Personal data shared with the controller for future mailing purposes (e.g., for receiving newsletters or invitations to similar events) are processed in line with the Record of Processing DPR-EC-01063 (Processing of personal data linked to meetings and events).

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 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. 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, to authorised Commission staff according to the “need to know” principle and to Commission’s contractor, a consortia involving ECORYS Nederland B.V. and Ramboll Management Consulting A/S. Commission staff abide by statutory, and when required, additional confidentiality agreements. ECORYS Nederland B.V. and Ramboll Management Consulting A/S are bound by contractual clauses for processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition of the General Data Protection Regulation in the EU Member States (‘GDPR’ Regulation (EU) 2016/679).

The Data Controller does not share personal data with third parties for direct marketing.

The Data Controller does not make available personal data related to the participation to the Stakeholders Webinar on the revision of the TEN-E Guidelines.

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, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, 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 situation.

If you have consented to processing your presentation, picture, image recorded via live web streaming and/or audio and video recording 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 the Data Controller, at

ENER-B1-DATAPROTECTION@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 notification reference: Record DPR-EC-01063 : Processing of personal data linked to meetings and events.