



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: [The Virtual Cafés of the KCI](#)

Data Controller: European Commission, [DG Interpretation, Unit SCIC.01](#)

Record reference: [DPR-EC-01063 \(Processing of personal data linked to meetings and events\)](#)

Table of Contents

1. Introduction
2. Why and how do we process your personal data?
3. On what legal ground(s) do we process your personal data?
4. Which personal data do we collect and further process?
5. How long do we keep your personal data?
6. How do we protect and safeguard your personal data?
7. Who has access to your personal data and to whom is it disclosed?
8. What are your rights and how can you exercise them?
9. Contact information
10. Where to find more detailed information?

1. Introduction

The European Commission is committed to protecting your personal data and to respecting your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council 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 in the context of “[The Virtual Cafés of the KCI](#)”. 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 “[The Virtual Cafés of the KCI](#)”, undertaken by [DG Interpretation, Unit SCIC.01](#) of the European Commission, is presented below.

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

Purpose of the processing operation: [Unit SCIC.01](#) collects and further processes your personal data to provide you with information about the “[Virtual Cafés of the KCI](#)”, (before, during and after) and to process your participation in that Virtual Café.

Your personal data will not be used for any automated decision-making including profiling.

3. On what legal ground(s) do we process your personal data?

The processing operations on personal data, linked to the organisation, management, follow-up and promotion of the “[Virtual Cafés of the KCI](#)” (including audio-visual recording and the use of video conferencing services,) are necessary for the management and functioning of the Commission, as mandated by the Treaties.

Those provisions are in particular, Article 11 of the Treaty on European Union and Article 15 of the Treaty on the Functioning of the European Union. 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).

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

The following personal data will be processed:

4.1 Online and hybrid meetings

Please note that this as this is a virtual meeting, a third party IT service will be used to run the meeting.

The following categories of personal data of the participants are collected:

- Participant identifier (mainly email address, but potentially some other parameters)

- Conference Content (available to participants only at Conference duration)
- Participants' names list (available to participants only at Conference duration)
- Session identifier (determined by the system, only on anonymised reports)
- Date of session (determined by user decision, only on anonymised reports)
- Duration of the session (determined by user decision, only on anonymised reports)

For further information, please see the record of processing [DPR-EC-07006](#) (Interactio – Simultaneous Interpreting Delivery Platform).

4.2 Web-streaming and/or audio-visual recording

There will be both live web-streaming and audio-visual recording of the “Virtual Cafés of the KCI”. This will include the speakers, and may include participants. The recordings will be taken and published in the context of the “Virtual Cafés of the KCI” on the Knowledge Centre on Interpretation (<https://knowledge-centre-interpretation.education.ec.europa.eu/en>).

Participants that do not wish to be part of the above web-streaming and recording/publishing activities have the possibility to object to processing by turning off their camera.

4.3 Quizzes, polls and surveys during the meeting

During the “Virtual Cafés of the KCI” participants will be asked to take part in polls or quizzes or to give ideas or questions. By taking part in the quiz or poll, it is considered that you have taken affirmative action and given your consent to the processing of your personal information.

Personal data that may be collected are the IP addresses; unique application numbers and other technical details that are required in case of the system crashing during the event.

You can choose to enter your name next to the comment you make, which may be visible to other participants during the meeting. The organiser may use this information to collect ideas and ensure that all questions will be followed up after the meeting.

5. How long do we keep your personal data?

DG Interpretation, Unit 01 only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing.

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 processing:

- All personal data related to the organisation and management of the “Virtual Cafés of the KCI” (this includes the information given before, during or after the event) will be deleted **one year** after the last action in relation to the “Virtual Cafés of the KCI”
- In case of audio-visual recording of an online or hybrid meeting, the recordings will be kept for 24 months after the “Virtual Cafés of the KCI”.
- When using third party IT services during a virtual conference or event, the European Commission keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for the duration of the conference and for an

additional period of up to 5 years in an anonymised format (Conference identifier, start time and duration) For more information please see DPR-EC-07006 (Interactio – Simultaneous Interpreting Delivery Platform), DPR-EC-00306 (Webstreaming of Commission events), DPR-EC-03266 (Audio and audio-visual recording of meetings requested via the Commission’s internal room booking system. The content of the video/audio conference (documents, links, files etc) will be deleted after the termination of the session.

- Personal data used to enable participants to connect to Sli.do during the “Virtual Cafés of the KCI” is kept for the time necessary to fulfil the purpose of collection or further processing, namely for the length of the on-line event. More information is available in the Record of Processing DPR-EC-06687 (Slido - Audience Interaction Software).

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

The Commission’s contractors are bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission, and by the confidentiality obligations deriving from the General Data Protection Regulation (‘GDPR’ - [Regulation \(EU\) 2016/679](#))

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 other authorised Commission staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Access to your personal data is also provided to the contractor(s)’ staff on a “need to know” basis.

The recording is also published on the Knowledge Centre on Interpretation (<https://knowledge-centre-interpretation.education.ec.europa.eu/en>), which means that it is accessible by the general public interested in this topic.

8. SOCIAL MEDIA

We use third party IT tools to inform about and promote the “Virtual Cafés of the KCI” through widely used communication channels, including the social media. For detailed information

about the use of social media by the European Commission, see the Record of Processing DPR-EC-00073 (Social Media Use by the European Commission).

We recommend that users read the relevant privacy policies of [Twitter](https://twitter.com/en/privacy) (<https://twitter.com/en/privacy>) and Facebook (<https://www.facebook.com/about/privacy/previous>) carefully before using them. These explain each company's policy of personal data collection and further processing, their use of data, users' rights and the ways in which users can protect their privacy when using those services.

The use of a third party IT tool does not in any way imply that the European Commission endorses them or their privacy policies. In the event that one or more third party IT tools are occasionally unavailable, we accept no responsibility for lack of service due to their downtime.

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, SCIC-KNOWLEDGE-CENTRE@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 European Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>