



14 February 2014  
EASO/GAAU/2014/074

PRIVACY STATEMENT  
CONCERNING THE PROCESSING OF PERSONAL DATA FOR EASO MEETINGS AND EVENTS

In accordance with article 42(4) of Regulation 439/2010 establishing EASO, the processing of personal data in the context of organising EASO meetings and events is subject to [Regulation \(EC\) 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data](#).

**Identity of the Controller:** The EASO Unit/Executive Director's Office in charge of the organisation of the meeting or event.

**Purpose:** The purpose of the personal data processing operation is to allow for the organisation of EASO meetings and events, including registering participants, sending out invitations, compiling attendance lists, and for some meetings/events, processing reimbursements.

**Personal data collected and processed are:**

- Participants' and speakers' identification data such as name, profession, organisation, postal address, e-mail and phone number;
- Photos or videos of meeting participants. Participants may request not to be photographed or filmed;
- Participants' travel or accommodation arrangements; and
- Participants' banking details, in order to reimburse travel expenses.

**Recipients:** The recipients of personal data are EASO staff responsible for the organisation of meetings and EASO's Events Coordinator. In meetings or events where travel is arranged by EASO, the agency's travel agent is a recipient of participants' contact information. Presentations and pictures and/or video of the meeting or event may be made available on EASO's website. With their explicit consent, participants' contact details may be entered in EASO's contacts list.

**Data retention:** Participants' personal contact details will be kept for as long as follow-up actions are needed. Personal data related to reimbursement of expenses will be kept for 7 years.

**Right of Access/Rectification:** Should participants require further information regarding the processing of their personal data, or should they wish to exercise their rights to access or correct your data, they are asked to use the contact information mentioned in the event invitation letter.

**Recourse:** For recourse or other matters of concern, participants of EASO meetings and events can contact EASO's Data Protection Officer [dpo@easo.europa.eu](mailto:dpo@easo.europa.eu) or to the European Data Protection Supervisor: <http://www.edps.europa.eu>.