

## MACRAMÉ Project Meetings

### Protection of your Personal Data

#### Introduction

One of your rights under EU law is that you must be informed when your personal data - also known as personal information - is processed (*collected, used, stored*) by any organisation. You also have the right to know the details and purpose of that processing.

On these pages you will find information about the processing of personal data in the context of the organisation and follow-up of meetings, workshops, and other similar events undertaken by the MACRAMÉ Project as Data Controller.

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

**Purpose** of the processing operation: the MACRAMÉ Project (*also referred to hereafter as Data Controller*) collects and uses your personal information to ensure an adequate organisation and follow-up of the meetings/events organised by it.

**Lawfulness** of the processing operation:

The Data Controller is committed to protect your personal data and to respect your privacy. We may collect your personal data only to the extent necessary for organisational and security purposes, to provide you with information about the MACRAMÉ Project Meetings (*before, during and after*) and process your application to participate. Where necessary, we may also share your information with service providers for the purposes of organising the conference and associated events.

**The following personal data will be collected and processed:**

- Contact details (*title, first name, last name, e-mail, name of organisation, mobile phone number*);
- Other personal details related to the organisation of the meetings (*e.g. dietary requirements, food allergies*).

#### **Your consent is required for**

- Conference attendee list containing your name and affiliation, which will be shared among participants;
- Invitations to future similar events that the MACRAMÉ Project may organise;
- Subscription to a newsletter sent by the Data Controller;
- Live web streaming, video recording and images of the speakers and the participants, taken and published in the context of the event;
- (*For speakers only*) Publication of your name, picture, short CV provided by you in the conference digital and paper materials.

Under certain conditions outlined in law, we may disclose your information to third parties, (*such as the European Anti-Fraud Office, the Court of Auditors, or law*



*enforcement authorities*) if it is necessary and proportionate for lawful, specific purposes.

We will never divulge your personal data for direct marketing purposes.

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

#### **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 meetings/conferences are necessary for the management and functioning of the MACRAMÉ Project. **The processing is necessary and lawful under Article 5(1)(a) of Regulation 2018/1725:**

*"Processing is necessary for the performance of a task carried out in the public interest or the exercise of official authority vested in the Union institution or body".*

The processing operations are linked to: distributing the attendee list among participants; invitations to future similar events organised by the MACRAMÉ Project; taking and publication of photographs; publication of name, picture, short CV of speakers, are **necessary and lawful under Article 5 (1)(d) of the Regulation (EC) 2018/1725:**

*"the data subject has given consent to the processing of his or her personal data for one or more specific purposes"*

#### **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.

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

- All personal data related to the organisation of the meetings will be deleted one year following the relevant meeting/conference or at the latest after the last follow-up action, unless you have explicitly agreed that we keep your contact details in order to invite you to future similar events;
- Recordings from web-streamed meetings will be kept for five years before being deleted;
- Personal data shared within MACRAMÉ Project for future mailing purposes is dealt with under their record of processing on mailing lists/newsletters/communication;
- Personal data shared with selected service providers for organisational purposes, such as caterers, travel agencies or event management organisers are contractually bound to process personal data on behalf of us, keep confidential any data they handle and protect it from unauthorised access, use and retention.



### **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 MACRAMÉ Project.

In order to protect your personal data, the MACRAMÉ Project 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.

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

*Record section 'Recipients', 'International Data Transfers'*

Access to your personal data is provided to the MACRAMÉ Project 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.

The following data might be published by the Data Controller:

- The names, photos and short CVs of the speakers who have agreed so will be published on the conference website, as well as in the conference paper materials;
- Live web streaming, video recording and images of the speakers and the participants who have agreed could be taken and published in the context of the meetings.

If you have given your consent for this, your personal data will be part of a list of contact details shared internally within the MACRAMÉ Project for the purpose of contacting you in the future for similar events in the context of your activities.

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.

### **What are your rights and how can you exercise them?**

You have the right of access to the personal data we hold regarding you, and to rectify them, if necessary.

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: [Contact@MACARAME-Project.eu](mailto:Contact@MACARAME-Project.eu).

You may contact the Data Protection Officer ([Contact@MACARAME-Project.eu](mailto:Contact@MACARAME-Project.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.



### Contact information

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