**Privacy statement:**

7th Western Balkans Civil Society Forum

16-17 April 2019

Tirana, Albania

**EN**

1. **Who is responsible for the processing of your personal data?**

This Western Balkans Forum is organised by the European Economic and Social Committee (EESC), the European Commission (EC) and the European External Action Service (EEAS) who are the joint data controllers in charge of the processing of your personal data. The EESC is in charge of the venue and over all organisation of the event and the EC is financing some participants. The services responsible for processing your personal data on behalf of the joint controllers are the EESC's REX Unit [rex-dpo@eesc.europa.eu](mailto:rex-dpo@eesc.europa.eu) and the EC [data-protection-officer@ec.europa.eu](mailto:data-protection-officer@ec.europa.eu).

1. **What is the purpose of the processing?**

Your personal data will be processed in order to:

* register you for the 7th Western Balkans Civil Society Forum
* provide access to the venue
* fulfil the communication objectives of the 7th Western Balkans Civil Society Forum
* share your name with the other participants
* send you invitations to future events the EESC and/or the EC may organise

The EESC and the EC are not responsible for recordings (such as photographs or videos) made by participants in a private capacity.

1. **What is the legal basis for the processing?**

[Regulation (EU) 2018/1725](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2018.295.01.0039.01.ENG&toc=OJ:L:2018:295:TOC%20%20:) applies to the processing of your personal data collected for the organisation and management of this 7th Western Balkans Civil Society Forum. The legal basis for the processing of your personal data is Article 5(a) of Regulation (EU) 2018/1725, as the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in a Union institution or body. The EESC and the EC exercises its tasks as set out in Articles 300-304 of the [Treaty on the Functioning of the European Union](http://eur-lex.europa.eu/legal-content/en/TXT/?uri=CELEX:12012E/TXT).

The processing of certain categories of your personal data as described in this privacy statement will be carried out based on your consent (Article 5(d) of Regulation (EU) 2018/1725).

1. **What personal data are processed?**

The following personal data will be processed:

* information necessary for your registration: title, first name, last name, country, e-mail, phone number, name of organisation
* information necessary for access to the conference venue: ID card / passport number
* information necessary for financial purposes: information contained in the [Legal entity form](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal-entities_en.cfm) and information contained in the [Financial identification form](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm)

Your consent is required for:

* photos, audio and video recordings and web streaming related to the 7th Western Balkans Civil Society Forum
* attendee list containing your name and affiliation, which will be shared among participants
* invitations to future events the EESC and/or the EC may organise

You can provide your consent via the event registration form or at the registration desk on the first day of the 7th Western Balkans Civil Society Forum.

1. **Who are the recipients or categories of recipients of your personal data?**

The recipientsof your data will be the EESC and the EC staff in charge of the organisation, management and follow-up of this event.

Under certain conditions defined 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 share your personal data for direct marketing purposes.

Photographs and/or audio and video recordings could be published in the context of the 7th Western Balkans Civil Society Forum and in the framework of EESC and/or the EC activities on the web, including via social media. If need be, the files containing the video materials may be slightly altered (for example, brightness and contrast) so that they can be used for the purposes for which they were taken.

We use social media to provide information about and promote the 7th Western Balkans Civil Society Forum through widely-used channels: Facebook, Twitter, LinkedIn, Instagram and YouTube. The use of social media does not in any way imply endorsement of their privacy policies. In the event that one or more social media are unavailable, we accept no responsibility for lack of service due to their downtime. We recommend that users read the [Facebook](https://en-gb.facebook.com/policy.php), [Twitter](https://twitter.com/privacy?lang=en), [LinkedIn](https://www.linkedin.com/legal/privacy-policy), [Instagram](https://help.instagram.com/519522125107875?helpref=page_content) and [YouTube](https://www.youtube.com/static?template=privacy_guidelines) privacy policies. Each company explains its policy of data collection and processing, its use of data, user rights and the ways in which users can protect their privacy when using these services.

1. **How can you exercise your rights?**

You have the right to request access to your personal data. You also have the right to request rectification or erasure or restriction of the processing of your personal data.

You also have the right to withdraw your consent at any time. Please note that withdrawal of consent will not have retroactive effect (processing of your personal data based on your consent before withdrawal is lawful up to the moment when you withdraw your consent).

Where applicable, you have the right to object to the processing of your data. Where applicable, you have the right to receive your personal data provided to the controller or to have your personal data transmitted directly to another controller (data portability).

You can direct your queries to [rex-dpo@eesc.europa.eu](mailto:rex-dpo@eesc.europa.eu) and [data-protection-officer@ec.europa.eu](mailto:data-protection-officer@ec.europa.eu). The query will be dealt with within 15 working days.

You have the right to lodge a complaint with the European Data Protection Supervisor ([edps@edps.europa.eu](mailto: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.

1. **How long are your personal data kept for?**

Your data(excludingphotos, audio and video recordings that have been published and personal data provided for accreditation purposes)will be kept for a maximum period of 36months after the end of the event, unless you explicitly agree to your contact details being kept in order to receive invitations to future similar events organised by the EESC and/or the EC.

If you wish to delete these data at any time after you have given your consent, please contact us at [rex-dpo@eesc.europa.eu](mailto:rex-dpo@eesc.europa.eu) and [data-protection-officer@ec.europa.eu](mailto:data-protection-officer@ec.europa.eu) and we will do so within 15 working days upon receipt of your request or after the latest correspondence with you about your request.

Your photos, audio and video recordings that have been published (for example on the web or in publications) will remain in that format indefinitely.

1. **Are personal data collected used for automated decision-making, including profiling?**

The EESC and/or the EC and/or EEASwill not use your personal data to make automated decisions about you. "Automated decisions" are defined as decisions made without human intervention. You have the right to opt out of automated processing at any time and to require that decisions be assessed by a person.

1. **Will your personal data be further processed for a purpose other than that for which the data were obtained?**

Your personal data will not be further processed for a different purpose than the ones mentioned above.

1. **Who can you contact if you have queries or complaints?**

If you have any further questions about the processing of your personal data, please contact the unit in charge of the processing of your personal data: [rex-dpp@eesc.europa.eu](mailto:rex-dpp@eesc.europa.eu) and [data-protection-officer@ec.europa.eu](mailto:data-protection-officer@ec.europa.eu).

You may also contact the Data Protection Officer of the EESC ([data.protection@eesc.europa.eu](mailto:data.protection@eesc.europa.eu)) and/or the DPO of the EC ([data-protection-officer@ec.europa.eu](mailto:data-protection-officer@ec.europa.eu)) and/or the [European Data Protection Supervisor](http://edps.europa.eu/) ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) at any time.