

Privacy Statement on processing of personal data in the organisation and management of Events and Meetings

1. Context and Controller

The personal information we collect from you ("the data subject") will be processed in line with Regulation (EC) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC ("EU Data Protection Regulation" or "EUDPR").

Your privacy is important to the Community Plant Variety Office ("CPVO", "us" or "the controller") and we feel responsible for the personal data that we process on your behalf. Therefore, we are committed to respecting and protecting your personal data and ensuring the efficient exercising of your data subject's rights.

2. What personal data do we process?

The personal data that are required for registration to the event and which we collect directly from you, while completing the electronic online form, is the following:

- Last name and first name
- Postal Address
- Telephone
- E-mail
- Country
- Official Position
- Organisation/Company
- When processing the data during the organisation of meetings via Microsoft Teams, the following personal data are also processed:
 - Electronic identifying information: IP address, cookies, connection data and access times;
 - Movie, pictures, video and audio recordings;
 - Metadata used for the maintenance of the service provided;
 - Any data as (potentially) processed in the context of file sharing for professional activities (e.g. message, image, files, voicemail, calendar meetings, contact and similar).

When processing personal data during the organisation of meetings via Microsoft Teams, personal data are processed in accordance with the Processing of personal data for the use of Microsoft Office 365 Desktop and Online applications.

Due to the outbreak of the COVID-19 pandemic, the Office has extended the use of Microsoft Teams as part of Microsoft Office 365, to organise virtual meetings and videoconferences remotely with internal and external stakeholders, including events and meetings organized by the CPVO.

There might be photo sessions and photos of the participants taken during the event. In case you wish that your image is not photographed, you could either leave and not be present in the place where the photographing occurs or contact the meeting/event organiser/hostess.

3. Why do we process your personal data?

Personal data are processed when organising and managing events and coordinating any required follow-up activities, as well as for accountability and communication/transparency purposes. This may include registration for event participants; logistic support before and during the event, minute-taking and distribution of minutes; web-publication, enabling the CPVO to provide participants with further information on particular meetings/events in the future.

The purposes of taking photos are:

- External communication purposes (e.g. promotion of the CPVO or in social media);
- Internal communication purposes (e.g. the blog "Staff news" on SharePoint home page or historical archiving).

The processing of personal data is not intended to be used for any automated decision making, including profiling.

4. What are the legal bases and the grounds for lawfulness of processing?

The legal basis for the processing of data:

Article 5.1 (a) of Regulation (EC) No 2018/1725 (processing is necessary for the performance of a task carried out in the public interest on the basis or in the exercise of official authority);

Article 5.1 (d) of 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).

Should you decline to provide us with the personal data, requested in the mandatory fields of the online application form, we may not be able to proceed with your registration in the event.

5. Who is responsible for processing the data?

The processing of personal data is carried out under the responsibility of the President of the CPVO.

6. Who has access to your personal data and to whom is it disclosed?

CPVO staff members in charge of organizing the event and external providers, such as 'Event drive', Microsoft and their sub-processors have an access to your personal data on a need to know basis. CPVO staff members, authorised to access personal data, are bound by a code of good administrative behaviour and internal policies. Your name and surname, your organisation/company and country are made available to the general public, through the distribution of the list of participants.

The photos, when taken for external communication purposes, can be accessed by the CPVO Presidency or CPVO Communication Officer and published on the CPVO website, SharePoint (internal website) or Twitter account.

In principle, there are no proposed transfers of data to third countries. However, personal data regarding the use of Microsoft Teams, albeit stored in EU according to the application configuration implemented by the CPVO, may be made available to subcontractors in other countries depending on the requirements for maintenance, support or operation of the online service. Likewise, additional data may be available to sub-processors of Eventdrive outside the EU for the purpose of providing the service.

For more information about how you can exercise your personal data rights, please see below.

7. How do we safeguard your personal data?

The controller implements appropriate technical and organisational measures in order to safeguard and protect your personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to it.

Personal data associated with the organisation, coordination and follow-up of the event is stored in secure IT systems according to the security standards of the CPVO. CPVO systems and servers are password protected and require an authorised username and password to access. The information is stored securely to safeguard the confidentiality and privacy of the data therein.

All persons dealing with personal data in the context of the IT systems, at any stage, shall sign a confidentiality declaration and/or non-disclosure agreement.

As regards the processing of personal data carried out by a service provider, the data controller of this processing will monitor and verify the implementation of the required organisational and technical security measures necessary to ensure compliance with the EUDPR.

8. How long do we keep your data?

Personal data associated with the event are kept as long as necessary for the management, accountability and any required follow-up activity related to the event and/or meeting. This can be the payment of all the invoices and travel reimbursements, or the publication of a report or press release, or the approval of the minutes if the event is a meeting with external experts.

Nevertheless, some personal data might be kept for historic, informational and/or promotional (internally and externally) for a longer period of time if they have been published on the CPVO Intranet, CPVO website or made available via other Office's social media channels. If this is the case, the processing of personal data will be limited as much as possible, for example, keeping only the name, surname or photos. Photos retained for longer periods are only those related to events with historic relevance (for example, the 20th anniversary of the CPVO).

Personal data processed through Microsoft Teams are retained for one year after the exchange of information via Teams is completed.

Audio recordings, if any, are deleted after the minutes have been approved.

9. How can you obtain access to information concerning you and, if necessary, rectify it? How can you request the erasure of your personal data or restriction of processing or object processing? How can you request to exercise your right to data portability? How can you withdraw consent, where processing of your personal data is based on consent?

If you would like to request to obtain access to information concerning you and, if you think that it is necessary, to correct it, to request the erasure or restriction of processing of your personal data and/or object to processing of it; If you would like to request to receive the personal data concerning you in a structured, commonly used and machine-readable format and to transmit those data to another controller, you may contact us. In exercising your right to data portability, you also have the right to have your personal data transmitted to another controller, where technically feasible.

Right to object: We are using your personal data because we believe that it is necessary for the performance of a task carried out in the public interest on the basis or in the exercise of official authority vested in the CPVO. In case you disagree with the processing of your personal data, based on the aforementioned lawful ground, you have the right to object, at any time.

Right to withdraw consent: You have the right to withdraw your consent at any time. If you exercise this right we will stop processing your personal data, which we were processing based on your previously given consent. However, there could be a different reason or legal basis, which will allow us to continue processing

your personal data. In this case we will let you know. Withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

Right to access: You have the right to access and confirm what personal data we hold about you, at any time.

Right to rectification: You also have the right to correct inaccurate personal data.

Right to erasure: You have the right to “erase” your personal data.

Right to data portability: You have the right to receive your personal data, which we have collected from you based on your consent, from us and to transfer or have it transferred (where it is technically feasible) to another controller.

Right to restrict the processing: When certain conditions apply, you have the right to request that we restrict the processing activities relating to your personal data.

If you would like to exercise any of these rights, please send us your request. We will provide information on action taken on your request without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests. We shall inform you of any such extension within one month of receipt of the request, together with the reasons for the delay.

In case you wish to request access to your personal data, to verify which personal data we store on your behalf, have it modified, erased, restrict the processing, exercise your right to data portability, object or withdraw consent, please make use of the contact information mentioned, by explicitly and accurately describing your request.

In principle, we cannot accept verbal requests (telephone or face-to-face) as we may not be able to deal with your request immediately without first analysing it and reliably identifying you.

Requests can be sent to the controller: President of the CPVO, by e-mail at dpc@cpvo.europa.eu.

10. Who should you contact if you have a question about the protection of personal data or in case you would like to lodge a complaint?

Should you have any queries in relation to the processing of your personal data, please address these to the data Controller, at the following email address: dpc@cpvo.europa.eu.

You may also consult the CPVO's Data Protection Officer: dpo@cpvo.europa.eu.

Complaints, in cases where the conflict is not resolved by the Data Controller and/or the Data Protection Officer, can be addressed at any time to the European Data Protection Supervisor: edps@edps.europa.eu