

Privacy Statement:

BBI JU Info Day 2018 & brokerage event Brussels, 17/04/2018

When you register for the above conference, your personal data will be collected and further processed for the purposes detailed hereafter. The relevant data processing operations and the *conference* itself are under the responsibility of the Bio-based Industries Joint Undertaking (BBI JU) acting as the Controller.

As this online service collects and further processes personal data, 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, is applicable.

What personal information do we collect, for what purpose and through which technical means?

The personal data collected and further processed are:

- Data necessary for the organisation and management of the conference and brokerage event via the registration system (name, company, country, etc.) and the BBI Partnering Platform
- identity/passport n°, date of birth (for use by security guards to control access to the Commission's premises, in line with Commission Decision C(94)2129 on the duties of the Security Office)
- data for lists of contacts, invitations, participants, reports, distribution of reports, feedback on reports, conference follow-up measures and events, news, publications (name, position, email address, etc.)
- photographs/ pictures, presentations, live web streaming and/or audio and video recording of speakers and participants. These may be published in the context of the conference and as part of European Commission activities
- information about the form of transport used, hotel and banking information (for reimbursement of travel expenses/allowances – where applicable)
- for speakers only, name, profile, picture, short CV and presentation(s) - if the speaker chooses to provide them - will be indicated in the webcast portal and associated with the video recording of the speech. No personal data is added.

The processing of personal data linked to the organisation and management of this *conference* is necessary for the management and functioning of the Commission, as mandated by the treaties, and more specifically articles 5, 7 and 211 - 219 of the EC Treaty.

Who has access to your information and to whom is it disclosed?

Access to all personal data as well as to all information collected in the context of this *conference*, and the organisation thereof, is protected by UserID/ Password and is granted to a defined population of users only, without prejudice to a possible transmission to the bodies in charge of monitoring or inspection tasks in accordance with Community legislation. These users typically are: the organisers of the *conference* - the operational services of BBI JU, as well as DG SCIC, each of them being supported by a team, acting as processor(s).

To enable networking and contacting each other, a contact list is distributed to participants present at the conference. Some basic registration details (first name, last name, email) are used to create a profile on BBI JU's Partnering Platform and to inform participants about using the IT tool to create networks of contacts and a personal meeting agenda for the brokerage event.

The report and/or the presence list can be distributed to all participants as well as to all organisations represented in the *conference*.

Official conference reports are Commission documents. They therefore fall under the scope of Regulation (EC) 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.

No personal data is transmitted to parties other than those mentioned above or outside the legal framework described.

How do we protect and safeguard your information?

The collected personal data and all other information related to the above mentioned conference are stored on the servers of DG SCIC, the operations of which abide by the Commission's security decisions and provisions established by the Directorate of Security for servers and services of this kind.

Audio and video recordings as well as information displayed on the internet/intranet may be stored on servers of external contractors abiding by the necessary security provisions.

The collected personal data and all information related to registration for the above mentioned conference are also stored on the servers of DG SCIC, the operations of which abide by the Commission's security decisions and provisions established by the Directorate of Security for servers and services of this kind.

How can you verify, modify or delete your information?

In case you want to verify which personal data is stored on your behalf by the responsible controller, have it modified, corrected or deleted, please contact the Controller by using the Contact Information below and by explicitly specifying your request.

Special attention is drawn to the consequences of a request for deletion, in which case any information needed to be able to contact you will be lost.

How long do we keep your data?

Personal data is kept for as long as the data is needed for the *conference* itself and its management and as long as follow-up activities to the *conference* require processing of personal data.

Your personal data will be part of a list of contact details shared internally among Commission staff for the purpose of contacting you in the future in the context of the Commission's activities. If you do not agree with this, please contact the Controller by using the Contact Information below and by explicitly specifying your request.

DG SCIC may use some recordings of webcasts for longer, for communication activities or interpreter training. These recordings will be accessible to a limited number of persons only.

Contact Information

In case you wish to verify which personal data is stored on your behalf by the responsible controller, have it modified, corrected, or deleted, or if you have questions regarding the organisation of the *conference*, or concerning any information processed in the context of the *conference*, or on your rights, feel free to contact the support team, operating under the responsibility of the Controller, using the following contact address: BBI JU, TO56, B-1060 Brussels, Belgium

Remarks can be addressed to the Commission [Data Protection Officer](#)¹.
Complaints can be addressed to the [European Data Protection Supervisor](#)².

¹ data-protection-officer@ec.europa.eu

² <http://www.edps.europa.eu/EDPSWEB/>