



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR AGRICULTURE AND RURAL DEVELOPMENT

Directorate I. Legal, institutional and procedural matters
I.3 - Adoption Procedures, Committees and Expert Groups

PROTECTION OF YOUR PERSONAL DATA

**This privacy statement provides information about
the processing and the protection of your personal data.**

Processing operation: *Organisation and management of meetings of comitology committees by
DG AGRI*

Data Controller: *European Commission, Directorate-General for Agriculture and Rural
Development, Unit I.3 "Adoption Procedures, Committees and Expert Groups", hereafter "AGRI
I.3"*

Record reference: *DPR-EC-04326*

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1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

This privacy statement concerns the processing operation *Organisation and management of meetings of comitology committees by AGRI I.3*, as presented below.

2. Why and how do we process your personal data?

Purpose of the processing operation: The European Commission collects and uses your personal information only for the organisation, preparation, management and follow-up of meetings within the framework of comitology committees (as provided for in Regulation 182/2011¹, the Comitology Regulation).

More specifically, this concerns the following processing activities:

- communication activities such as sending e-mails and invitations (this entails the management of contact lists for correspondence);
- exchange of meeting documents (notably through information sharing and circulation of documents via e-mail, AGM (see Record of processing DPR-EC-01141 - Information system supporting the organisation of meetings (former notification DPO-3911)) or CIRCABC (see Record of Processing [DPR-EC-01666 - CIRCA and CIRCABC – Global User Directory \(former notification DPO-1008\)](#))) and sharing of information with other Commission services to follow-up on the comitology meeting concerned;
- organisational and administrative activities to ensure the participants' access to Commission premises (see [Record of Processing DPR-EC-00655 \(Commission Physical Access Control System \(PACS\)\)](#));
- reimbursement of travel costs (see Record of Processing [DPR-EC-00301 - Legal Entities and Bank Accounts \(former notifications DPO-372 and DPO-300\)](#));
- audio-visual recording of the meetings for the purpose of drafting minutes and summary records (see Record of Processing DPR-EC-03266 (Audio-visual recording of meetings)).

No personal data of individuals are included in the summary records of meetings and no personal data are published in the [Comitology Register](#).

Due to the transparency policy of the EU institutions, summary records of committee meetings and list of authorities represented at the meetings are published in the Comitology Register.

¹ Regulation (EU) No 182/2011 of the European Parliament and of the Council of 16 February 2011 laying down the rules and general principles concerning mechanisms for control by Member States of the Commission's exercise of implementing powers, OJ L 55, 28.2.2011, p. 13–18.

Internal live web-streaming and audio-visual recording at the meeting of the speakers, organisers and participants, can be taken in the context of the meeting for internal purposes (such as the drafting of minutes and summary records).

Participants that do not wish to be part of the above web-streaming and recording activities have the possibility to object to the processing by contacting AGRI-I3@ec.europa.eu. Participants who object will be invited to connect to the webstreamed meeting.

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

3. On what legal ground(s) do we process your personal data

We process your personal data, because:

- a) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body;
- b) processing is necessary for compliance with a legal obligation to which the controller is subject.

The basis for the processing referred to in points (a) and (b) of paragraph 1 has been laid down in the following Union law: Article 291 of the Treaty on the Functioning of the European Union and Regulation 182/2011.

Your consent is required for the processing of your personal data relating to your access requirements (for instance if you are a person with disabilities or reduced mobility). If you opt-in, you are giving us your explicit consent under Article 5(1)(d) of Regulation (EU) 2018/1725 to process your personal data for those specific purposes. You can give your consent form by informing AGRI-I3@ec.europa.eu. You can withdraw your consent for these services at any time by contacting AGRI-I3@ec.europa.eu.

4. Which personal data do we collect and further process?

In order to carry out this processing operation the Data Controller may collect the following categories of personal data of participants:

- Personal data necessary for organising and managing meetings such as gender (Mr/Ms), name, organisation to which he/she belongs, e-mail address, phone/fax number;
- Personal data necessary for security (access control to Commission premises) such as ID card/Passport number and date of birth, name, surname, organisation he/she belongs to, gender;
- Personal data necessary for reimbursements purposes such as means of transport, hotel accommodation and banking details, as per the Commission's rules;
- Personal data necessary for establishing the attendance list and the minutes: signature, audio-visual recording of the meeting;
- Personal data processed for internal web-streaming of the meeting, including audio-visual recording of the speakers, organisers and participants (non-speaker participants are not recorded individually but they may however appear on panoramic photographs of the whole event/audience);
- Personal data relating to your access requirements.

The provision of such personal data is mandatory in order to allow for the organisation of the meeting, the access of participants to Commission premises and their reimbursement. If you do not provide these personal data, possible consequences are the impossibility to attend meetings and/or to be reimbursed.

We have obtained your personal data either directly from you, via the Ministry or National Authority you work for or via the Permanent Representation of your country in Brussels.

5. 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, namely for a maximum of 5 years after closure of the administrative file of the last meeting you have attended.

The documents in the Comitology Register are transferred to the Historical Archives for permanent preservation, but they do not contain personal data.

This information is without prejudice to different retention periods which may apply to personal data processed for the purpose of reimbursing travel costs and ensuring the participant's access to Commission premises based on the dedicated processing operations notified to the DPO by the responsible Commission departments (Records of Processing DPR-EC-00655 (Commission Physical Access Control System (PACS)) and DPR-EC-00301 - Legal Entities and Bank Accounts (former notifications DPO-372 and DPO-300)).

Sensitive personal data relating to access requirements will be deleted as soon as they are no longer necessary for the purpose for which they have been collected in the framework of the committee meeting, but no later than within **1 month** after the end of the meeting.

Recordings from the web-streamed meeting will be kept for **2 years** before being deleted. More information is available in the Record of Processing DPR-EC-00306 (Web-streaming of Commission events).

In case of audio-visual recording of the meeting, the recordings will be kept for **3 months** after the meeting before being deleted. More information is available in the Record of Processing DPR-EC-03266 (Audio-visual recording of meetings).

Personal data shared with the Directorate-General for Human Resources and Security of the European Commission for the participants to gain access to Commission buildings is kept **for 6 months** after the termination of the link between the data subject and the Commission. More information is available in the Record of Processing DPR-EC-00655 (Commission Physical Access Control System (PACS)).

6. 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 on the servers of the European Commission (or of its contractors (processors), if contractors are engaged to assist the controller). All processing operations are carried out pursuant to [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. 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.

The Commission's processors (contractors) are bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission. The processors have to put in place appropriate technical and organisational measures to ensure the level of security, required by the Commission.

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

Access to your personal data is provided to the Commission staff authorised for carrying out this processing operation and to other authorised Commission staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The access to all personal data related to the meetings of the committee is UserID/Password protected and only accessible for the authorised Commission staff member(s). They are, in particular: the Chairperson, Secretary of the committee and its supporting team within the relevant operational service indicated above and staff of other Commission services that are involved with the organisation of the meeting or implementation of the same EU policies or programmes.

More specifically, the following Commission staff have access to certain parts of the personal data:

- Authorised staff of the European Commission's Directorate-General for Human Resources and Security have access to the personal data necessary for providing access to European Commission premises;
- Authorised staff of the European Commission's Directorate-General for Budget and the Paymaster Office (PMO) have access to the personal data needed for reimbursement purposes;
- Authorised staff of the European Commission's Directorate-General for Interpretation (SCIC) as meeting room and equipment providers have access to the audio-visual recordings;
- Authorised staff of the European Commission's Directorate-General for Agriculture and Rural Development involved in the policy follow up to a specific comitology meeting.

The Commission's processors (contractors), bound by a specific contractual clause, may also have access to some of your personal data.

Please note that pursuant to Article 3(13) of Regulation (EU) 2018/1725, public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The further processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

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.

Cookies

Cookies are short text files stored on a user's device (such as a computer, tablet or phone) by a website. Cookies are used for the technical functioning of a website (functional cookies) or for gathering statistics (analytical cookies).

The registration for the meeting takes place via a Commission website called AGM (Advanced Gateway to your Meetings). The cookies employed by the Commission on the registrant's device for that purpose will be covered by the cookie policy of the Commission, which is available here: https://ec.europa.eu/info/cookies_en.

When you visit the website(s) of our meeting and when you register, we will keep the browser history of your visit. Maximum retention periods are governed by the above-mentioned cookie policy. This information will then be deleted. The collection, aggregation and anonymising operations are performed in the data centre of the European Commission under adequate security measures.

Cookies are stored by Europa Analytics, the corporate service which measures the effectiveness and efficiency of the European Commission's websites on EUROPA. More information is available in the Record of Processing DPR-EC-00685 (Europa Analytics).

Enabling these cookies is not strictly necessary for the website to work but it will provide you with a better browsing experience. You can delete or block these cookies, but if you do that, some features of the meeting/event website may not work as intended.

The cookie-related information is not used to identify data subjects personally and the pattern data is fully under the Commission's control. These cookies are not used for any purpose other than those described here.

Should you wish to opt your personal data out of our anonymised, aggregated statistics, you can do so on our cookies page. In particular, you can control and/or delete those cookies as you wish.

8. What are your rights and how can you exercise them?

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access your personal data and to rectify them in case your personal data is inaccurate or incomplete. Under certain conditions, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing and the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) of Regulation (EU) 2018/1725, on grounds relating to your particular situation.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

Any request for access to personal data will be handled within one month. Any other request mentioned above will be addressed within 15 working days.

9. Contact information

- The Data Controller

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:

European Commission, Directorate-General for Agriculture and Rural Development, Unit I.3 “Adoption Procedures, Committees and Expert Groups”, at AGRI-I3@ec.europa.eu.

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (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 by the Data Controller.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO’s public register with the following Record reference: DPR-EC-04326.

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