

## **Eurofound's Foundation Forum 2022**

Any personal data that you will provide to us by registering and participating in Eurofound's Foundation Forum 2022 (hereinafter referred to as 'the Event') will be processed in accordance with [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](#) (hereinafter referred to as 'EDPR').

This privacy notice explains Eurofound's policies and practices regarding the processing of your personal data, and sets forth your data protection rights. We recognise that information privacy is an ongoing responsibility, and we will update this notice where necessary.

### **DISCLAIMER FOR THE EVENT**

This disclaimer applies to the Event and any documents, information or opinions obtained from or ancillary to it. You are advised to read this carefully before accessing, participating in, reading or making any other use of the Event.

Eurofound makes no representations or warranties about the accuracy or suitability of information provided in the Event and related materials (such as handouts, presentation documents and recordings).

The opinions expressed in the Event are those of the author(s) only and may not necessarily represent the views of Eurofound or of any other EU Institution or body. To the extent permitted by law, Eurofound and its staff and external experts exclude any and all liability for any loss, claim or damage, cost or expense, including any indirect or consequential damages or lost profit, whether arising in negligence or otherwise, suffered in connection with the access to, participation in, or use of the Event by you or any other person.

By participating in the Event, you acknowledge that the information and materials obtained from or ancillary to it may contain inaccuracies or errors. The content of the information provided in the Event is for your general information and use only. It is subject to change at any time and without notice.

The Event may include links to other resources or websites. These links are provided for your convenience only and do not signify that Eurofound endorses, approves, or makes any representation or claim regarding the accuracy, copyright compliance, legality, or any other aspects of, the resource(s) or website(s).

You are advised not to send any confidential or sensitive information to Eurofound in the context of the Event, unless Eurofound, or its contractors on its behalf, expressly request this type of data or you willingly wish to make such disclosure.

## NOTE ON PROCESSING OF PERSONAL DATA IN THE CONTEXT OF THE EVENT

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### 1. WHY AND HOW DO WE COLLECT PERSONAL DATA?

**Eurofound** is the data controller, responsible for the overall organisation of the event, communication with the speakers and participants before and after the event, as well as communication and promotion of the Event.

The purpose of the processing of your personal data is handling registration and attendance, identifying and inviting plenary speakers and discussants, reporting on the event, as well as event follow-up actions, such as sharing presentations among participants and feedback collection. It includes, in particular, lists and mailing lists for contacts, invitations, participants, reports, minutes, distribution of reports/minutes, feedback on reports, meeting follow-up, photographs/pictures, presentations, audio and/or video recording of speakers and participants, news and publications.

Your personal data may be used for automated decision-making profiling for AI matchmaking on the event platform, Swapcard<sup>1</sup>, for the purpose of connecting you with other participants in case you wish to opt for this choice.

**MCI Benelux S.A.** ([foundation-forum@wearemci.com](mailto:foundation-forum@wearemci.com)) acts as data processor on behalf of Eurofound for this event and will manage the delivery of the Event<sup>2</sup>.

Live webstreaming and audiovisual recording at the event of the speakers, moderators, participants and, organisers, as well as screen images or photographs of the speakers, moderators, participants and organisers will be taken and published in the context of the Event on the Event website and/or the Eurofound's website and social media accounts.

Name, biography and photos of speakers and moderators will be published on the Event's virtual platform (Swapcard), on the Event's website and may also be published on Eurofound's website. Speakers' and moderators' entire interventions, including electronic files, image, voice and verbal statements will be recorded and livestreamed.

Speakers, moderators, participants and organisers who do not wish to be part of the above web streaming and recording publishing activities have the possibility to object to the processing. They must inform the event organisers by email [events@eurofound.europa.eu](mailto:events@eurofound.europa.eu).

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<sup>1</sup> Swapcard's privacy policy is available [here](#).

<sup>2</sup> MCI's privacy policy is available [here](#).

Participants will be given the possibility of following the Event by web streaming or actively participating in the Event. In this case, participants will be requested to provide some basic personal data (see below). Should they wish, participants can also provide additional information (e.g. regarding their interests). Non-provision of this type of information will not, however, hinder participation in the Event.

Participants will also be given the choice of submitting questions during the Q&A session, by making use of Slido<sup>3</sup>, either anonymously or identifiably.

The Event's participants shall apply appropriate circumspection when disclosing any personally identifiable information or personally sensitive data<sup>4</sup> since this information may be collected and used by other Event participants. Note that Eurofound cannot control such disclosure and/or use and therefore, cannot be held liable for any consequences resulting from said disclosure and/or use.

The Event's social media wall will be created with 'Walls.io' as a social media aggregator. Social media accounts that publish with the Event hashtag(s) may see their post published on the social media wall. The information will come directly from the social media provider (Twitter, Facebook, Instagram etc.) and personal data shared on the wall will be the publicly visible account of the user who shared the post.

## 2. WHAT KIND OF PERSONAL DATA DOES EUROFOUND COLLECT?

Should you opt for the webstreaming version of the Event, no personal data will be collected.

Should you decide to watch the Event live and engage in the live Q&A, the following data will be processed:

- Email address, title, first and last name, country, organisation, twitter handle, where did you hear about this event, IP address;
- any communication or information transmitted during the Event – such as photo and voice, live instant messaging displaying names of those intervening, presentations – are available to the Event audience and are also recorded for Eurofound's further promotion and information purposes;
- Eurofound may further use the available information on the Event (such as information on the Event subject matter and the recording thereof) for reporting and auditing purposes and for Eurofound's further promotion purposes.

**Speakers and Moderators:** In addition to the above for speakers and moderators:

- Virtual Speaker Studio: audio-visual recording, screen images or photographs of the different sessions, recording of electronic files, image, voice and verbal statement.
- Quotes, biographies and photographs: collected and published for promotion before, during and after the event.

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<sup>3</sup> Slido's privacy policy is available [here](#).

<sup>4</sup> Sensitive information or special categories of personal data are those revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation (Art. 10(1) of Regulation (EU) 2018/1725).

- Audiovisual recording of the meeting, and transcription into an event report.

### **3. WHO IS RESPONSIBLE FOR PROCESSING YOUR PERSONAL DATA?**

Eurofound is the legal entity responsible for the processing of your personal data and determines the purpose of this processing activity. The Communication and Promotions Manager is the staff member responsible for this processing operation on behalf of Eurofound (i.e. data controller).

Your data will be processed and stored electronically only. Eurofound takes every reasonable precaution to ensure your information is protected from any unauthorised disclosure or access, accidental or unlawful destruction or accidental loss, or alteration, or other unlawful forms of processing. These precautions include appropriate physical security of our offices, controlled access to computer systems, and use of secure, encrypted internet connections. All data in electronic format are stored on the servers of Eurofound the operations of which abide by Eurofound's ICT Policies and our information systems security policy. Data processed in Eurofound's document management system are usually stored in restricted access folders with an audit trail. Access to your personal data will only be given to Eurofound's staff and to our processor's staff on a need to know-basis. Unless required by law, no other third parties will have access to your data.

To understand how MCI and the other players involved in the processing of your personal data secure them, please click on the links provided in this notice.

### **4. WHICH IS THE LEGAL BASIS FOR THIS PROCESSING OPERATION?**

The processing operations on personal data linked to the organisation, management, follow-up and promotion of the event fall under Eurofound's remit. Therefore, the processing is necessary for the performance of a task carried out in the public interest<sup>5</sup>.

However, in order to complete a registration for the Event you will need to provide your consent<sup>6</sup>.

### **5. WHO HAS ACCESS TO YOUR PERSONAL DATA AND TO WHOM IS IT DISCLOSED?**

Access to your data is granted to authorised staff of Eurofound and service providers involved in the organisation of the event. These are bound by confidentiality clause, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with Union legislation.

The following entities may also have have to your personal data:

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<sup>5</sup> Article 5 (1) (a) of the Regulation (EU) No 2018/1725.

<sup>6</sup> Article 6(1) (a) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

- **Emails** sent to and by the Contractor via [foundation-forum@wearemci.com](mailto:foundation-forum@wearemci.com) will be sent via Microsoft Enterprise 365 (Ireland servers) and processed via **Freshdesk** ([privacy policy](#)), with servers based in the EU and all data kept within the EU.
- For **registration** purposes: Aventri ([privacy policy](#)). Aventri does not do anything with the data apart from storing it for the Contractor. The Aventri servers used are based in the EU and all data is kept within the EU.
- **Virtual event platform**: Swapcard ([privacy policy](#)). Swapcard does not do anything with the data apart from storing it for the Contractor. The Swapcard servers used are based in the EU and all data is kept within the EU.
- **Session Q&A and polling tool**: Slido ([privacy policy](#)), servers in Ireland and Germany.
- **Video-conferencing** software: Cisco WebEx ([privacy policy](#)), servers in Germany and BCRs.
- **Video booth systems**: Videobooth Systems will collect and use your personal information in order for us to manage the video recordings. The Videobooth Systems server used is based in the EU ([privacy policy](#)).
- For **social media wall**: Walls.io ([privacy policy](#)). Note that neither Eurofound nor its Contractor will import personal data of participants in Walls.io (this is submitted by users themselves). The servers of Walls.io are located in Frankfurt, Germany (AWS).
- **Virtual Roundtable Discussions**: Wonder Technologies GmbH ([privacy policy](#)). Note that neither Eurofound nor its Contractor will import personal data of participants in Wonder. The information is submitted directly by users in Wonder.
- **Webhosting**: the offer of the website requires the commissioning of a webhosting service. For this purpose, Webflow Inc., is used. ([privacy policy](#))
- **AWS**: Wonder uses the cloud service Amazon Web Services EMEA SARL to provide the website and its services. The AWS server location is Europe ([privacy policy](#)).
- **Flexmail**: Personalised mass emails with event notifications and logistics may be sent via Flexmail. Flexmail is located on EU servers and all data is kept within the European Union ([privacy policy](#)).
- **Clevercast**: Live streaming and temporary Video-on-Demand services collecting anonymised browser-generated information for analytics ([privacy policy – EU Servers](#)).
- **Freshworks**: Emails and support tickets are handled via Freshdesk's servers. The account is located on regional EU servers and all data is kept within the European Union ([privacy policy](#)).
- **YouTube** and **Facebook** will be used to simulcast the event / session to the official Eurofound YouTube Channel and Eurofound Facebook page. This means that your intervention (audio-visual recording, recording of electronic files, image, voice and verbal statement) will be transferred to these platforms.

## Website visitors of eurofound-forum.eu:

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).

Enabling these cookies is not strictly necessary for the website to work but it will provide you with a better browsing experience.

Analytical cookies on the foundation-forum.eu website are collected with Fathom Analytics ([privacy policy](#)), a privacy-first analytics company.

The cookie-related information is not used to identify data subjects personally. These cookies are not used for any purpose other than those described here.

You can delete or block these cookies, but if you do that, some features of the Eurofound website (Wordpress) may not work as intended. *Do not track*' is a function that allows visitors not to be tracked by websites. '*Do not track*' options are available in a number of browsers including:

- [Chrome](#)
- [Firefox](#)
- [Internet Explorer](#)
- [Safari](#)

In addition, all the browsers allow the user to accept, decline or delete cookies, in particular by selecting the appropriate settings in the browser. Please note, however, that disabling cookies may prevent the correct functioning of some of the services on our website, thus affecting the browsing, in total or in part, which will have an impact on your experience of using our website.

For further information on how you are able to control the cookies stored in your device, please visit the following links of the main browsers and devices:

- [Chrome](#)
- [Firefox](#)
- [Internet Explorer](#)
- [Safari](#)

## International transfers

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. Should, by any reason, be a need to transfer data outside the EU/EEA area, said transfer will only take place to countries considered adequate by the European Commission<sup>7</sup>, or if appropriate safeguards are in place (e.g. ad hoc clauses).

## 6. WHEN WE WILL START THE PROCESSING OPERATION?

We will start the processing operation on 20 December 2021.

## 7. HOW LONG DO WE KEEP YOUR 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 reference to the relevant record of processing:

- Any personal data related to the organisation and management of the Event will be kept for five years after the Event for audit purposes.

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<sup>7</sup> See [here](#) for a list of the countries for which the European Commission has issued adequacy decisions.

- Any audio-visual recordings of the event will be kept and will be available online via the dedicated event website or on Eurofound's website for one year after the event. After that, they will be deleted or archived, where they are appraised to have historical value. In this case, data will be kept for a longer period of time.

## 8. HOW CAN YOU CONTROL YOUR DATA?

Within the limits laid down by the EDPR, you have the right to access, rectify, erase and/or port your personal data, as well as to restrict or object to the processing of your personal data. The exercise of your rights is free of charge. If your request is manifestly unfounded or excessive, Eurofound may refuse to act on it. Please note that you may exercise your rights at any time.

We will reply to 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.

If you have comments or questions regarding the processing of your personal data or if you wish to exercise your rights as data subject, please feel free to contact us using the following contact information: [events@eurofound.europa.eu](mailto:events@eurofound.europa.eu).

You also have the right to submit a complaint to the [European Data Protection Supervisor](#) if you feel that the processing of your personal data infringed provisions of EDPR.

## 9. HOW DO WE UPDATE OUR PRIVACY NOTICE?

We keep our privacy notice under regular review to make sure it is up to date and accurate.

END OF DOCUMENT