1. Introduction
This privacy statement concerns the processing of your personal data when you participate in events organised by Eurofound. It explains the reason for the processing, the way we collect, handle and ensure protection of personal data provided by you, how that information is used and what rights you may exercise in relation to your data (e.g. the right to access, rectify or request erasure of your personal data).

Eurofound is committed to protecting and respecting your privacy. As Eurofound collects and further processes personal data, 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, and repealing Regulation (EC) No. 45/2001 and Decision No. 1247/2002/EC is applicable.

The data controller for this processing operation is the Head of Information and Communication at Eurofound.

2. Why do we process your personal data and under which legal basis?
Eurofound collects and uses your personal information for logistical purposes i.e. your registration.

This processing operation is necessary for the management and functioning of Eurofound and is therefore lawful under Article 5(1)(a) of the Regulation. In so far as participation in the event, this processing is also based on consent from participants and is therefore lawful under Article 5(1)(d) of the Regulation.

5. Which personal data do we collect and process?
The categories of data collected through the registration system are the following:

- Salutation, Name, surname, job title and employer;
- Email address and mobile phone number;
- Country

During the events, photos or videos may be taken for marketing purposes or for Eurofound’s communication activities.

We follow up with participants after our events for evaluation purposes, and to invite participants to subscribe to our web-based information services.

6. How long do we keep your personal data?
Eurofound retains your personal data only for as long as necessary.

- The web registration form is deleted after 1 years.
- Participant lists are held for no more than 7 years.

7. How do we protect your personal data?
All data in electronic format are stored on Eurofound’s web server the operations of which
abide by Eurofound’s ICT Policies and our information systems security policy.

8. Who has access to your personal data and to whom is it disclosed?
Access to your data within Eurofound is provided to authorised staff on a strict “need-to-know”
basis. Such staff abide by statutory, and when required, additional confidentiality agreements.
Documents are stored in Eurofound’s secure document management system.

9. Do we transfer any of your personal data to third countries or international organisations (outside the EU/EEA)?
No.

10. Does this processing involve automated decision-making, including profiling?
No decision is taken by Eurofound in the context of this processing activity solely on the basis
of an automated processing of your personal data.

11. What are your rights and how can you exercise them?
Eurofound processes your personal data fairly, lawfully and only for legitimate purposes. This
general right is complemented by several specific rights.
According to Regulation (EU) 2018/1725, you are entitled to access your personal data and to
rectify it in case the data is inaccurate or incomplete. If your personal data is no longer needed
by the EU institution, if you withdraw your consent or if the processing operation is unlawful,
you have the right to erase your data.
Under certain circumstances, such as if you contest the accuracy of the processed data or if
you are not sure if your data is lawfully processed, you can ask the controller to restrict the
data processing. You may also object, on compelling legitimate grounds, to the processing of
data relating to you.
Additionally, you have the right to data portability which allows you to obtain the data that the
controller holds on you and to transfer it from one controller to another. Where technically
possible, Eurofound will do this work for you.
You may exercise your rights by contacting the controller, or in case of conflict the Data
Protection Officer (DPO) of Eurofound, and if necessary the European Data Protection
Supervisor (EDPS) using the contact information given at point 9 below.

11. Contact information
If you have comments or questions, any concerns or a complaint regarding the collection and
use of your personal data, please feel free to contact the Data Controller using the following
contact information:
You may contact the controller, i.e. the Head of Information and Communication, by sending
an e-mail to: events@eurofound.europa.eu.
You may also address your queries to the Data Protection Officer (DPO) of Eurofound using
the following contact details:
Data Protection Officer
Wyattville Road, Loughlinstown
Dublin 18, Ireland
Tel.: (+353 1) 204 3100
Finally, you may have recourse at any time to and lodge a complaint with the European Data Protection Supervisor (EDPS) using the following contact details:
European Data Protection Supervisor
Rue Wiertz 60
B-1047 Brussels
Belgium
Tel: (+32) 2 283 1900
Fax: (+32) 2 283 1950
E-mail: edps@edps.europa.eu
Website: http://www.edps.europa.eu/