

**Text in red must be deleted or edited by the organisers**

## PRIVACY NOTICE

### NAME OF THE MEETING/EVENT/CONFERENCE

#### 1. DESCRIPTION OF THE PROCESSING OPERATION

The European Anti-Fraud Office (OLAF) processes your personal data to ensure an adequate organization, follow-up, communication and promotion of the **name of the event/meeting/conference**, which will take place on **date** at **location**.

The data controller is OLAF, who is responsible for **the overall organisation of the event, the communication with the speakers and participants before and after the end of the event, reimbursement of expenses of invited participants, as well as communication and promotion of the event. The data processor is XXX (only use in case of an external contractor), which supports the registration and the logistics of the organisation of the event through a framework contract with OLAF.**

The purpose of the processing of your personal data is handling registration and attendance, 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, follow-up meetings, follow-up actions, photographs/pictures, presentations, audio and/or video recording of speakers and participants, news and publications.

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

#### 2. LEGAL BASIS FOR THE PROCESSING

OLAF processes your personal data in accordance with Regulation (EU) 2018/1725 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.

The legal basis for this processing operation is Article 325(1) TFEU, which requires both the EU and the Member States to counter fraud and any other illegal activities affecting the financial interests of the EU; Regulation (EU) 883/2013 and Commission Decision 1999/352, in particular the provisions establishing OLAF as the lead service for the Commission Anti-Fraud Strategy and describing its tasks for the conception and development of a European anti-fraud policy.

In addition, your consent is required for:

- Taking photos and videos during the event;
- Including your name, affiliation and email address in the list of participants which will be shared among participants.

### **3. CATEGORIES OF PERSONAL DATA COLLECTED**

Identification/Contact data, such as first name, last name, title, job title, organisation, e-mail address, phone number; dietary requests (if any) for organizing meals]; [information about the form of transport used and hotel, and banking information (for purpose of reimbursement of travel expenses/allowances.

Please note that there will be photos and audio and/or video recordings taken during the event based on the prior consent of the speakers and the participants. These photos may be published by OLAF for communication purposes. During registration, participants indicate their preference to opt-in or opt-out from the above recording/publishing activities.

Please specify how an opt – out is provided, e.g. by giving instructions to sit in back rows, by providing special badges, by offering a separate room with web streaming, etc. Please make sure to inform the participants on the possibility to opt – out and guide them on how to request it, e.g. by sending an e – mail to the organiser prior to the event.

### **4. WHO HAS ACCESS TO YOUR INFORMATION AND TO WHOM IS IT DISCLOSED?**

Access to your data is granted only to OLAF and the contractor's staff, who are involved in the organisation of the event. Where necessary, we may also share your information with service providers for the purposes of organising the conference. Access to the data can also be granted to national and EU bodies charged with monitoring or inspection tasks in application of national or EU law.

For visibility purposes, personal data (pictures, video or audio recording) are diffused to a wider public (intranet or Internet). If you do not agree with your image or voice being recorded and published, please use the possibility to opt out during registration or by contacting the organiser at any stage and explicitly specifying your request.

List of participants/speakers is shared among participants/speakers who gave their consent during registration.

We will never divulge your personal data for direct marketing purposes.

### **5. HOW DO WE PROTECT AND SAFEGUARD YOUR INFORMATION?**

In order to protect your personal data, a number of technical and organisational measures have been put in place. 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 data being processed. Organisational measures include restricting access to the data to authorised persons with a legitimate need to know for the purposes of this processing operation.

The contractor, XXX, is bound by specific contractual clauses for any processing operations of your data on behalf of OLAF, and by the confidentiality obligations deriving from the transposition of the General Data Protection Regulation in the EU Member States ('GDPR' Regulation (EU) 2016/679).

### **6. HOW LONG DO WE KEEP YOUR DATA?**

Personal data is kept as long as follow-up actions to the [event/conferece/meeting] are necessary with regard to the purpose(s) of the processing of personal data as well as for the meeting and its related management. Reports containing personal data will be archived according to the relevant Commission's legal framework. Data necessary for logistics purposes (reimbursement of expenses, transport, etc.) are kept according to the rules set in the Regulation (EU, Euratom) 2018/1046.

Photos, audio and video recordings are stored in the OLAF Press Office drive for three years. Within this time, the files to be used for communication purposes and/or be archived for historical purposes shall be selected. The remaining files shall be deleted.

## **7. WHAT ARE YOUR RIGHTS AND HOW YOU CAN EXERCISE THEM?**

You have the right to request access to the personal data we hold regarding your personal data, rectification or erasure of the data, or restriction of their processing.

Any request to exercise one of those rights should be directed to the Controller ([OLAF-FMB-DATA-PROTECTION@ec.europa.eu](mailto:OLAF-FMB-DATA-PROTECTION@ec.europa.eu)). Where you wish to exercise your rights in the context of one or several specific processing operations or files, please provide their description and reference(s) in your request.

Exceptions based on Regulation (EU) 2018/1725 may apply.

## **8. CONTACT DETAILS OF THE DATA PROTECTION OFFICER**

You may contact the Data Protection Officer of OLAF ([OLAF-FMB-DPO@ec.europa.eu](mailto:OLAF-FMB-DPO@ec.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

## **9. RIGHT OF RECOURSE**

You have the right to have recourse to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto: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 OLAF.