

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: Processing of personal data for the organisation of the Hybrid Dissemination Session “*Villes et communes luxembourgeoises: Devenez des Smart Cities*” and of the *Planning, Preparation and Empowerment* online training sessions by CNET A.5. and the Luxembourg Institute of Science and Technology.

Data Controller: Joint Controllershship

European Commission, Directorate General for Communications Networks, Content and Technology, A5 – *Artificial Intelligence for Societal Good* (hereinafter “CNECT A.5”)

And

The Luxembourg Institute of Science and Technology – 5, avenue des Hauts-Fourneaux, L-4362 Esch-sur-Alzette Belval, Luxembourg.

Data Processor:

Serendipity Holding BV, High Tech Campus 5 P094, Eindhoven, The Netherlands

LogMeIn Ireland Unlimited Company (Goto Webinar), The Reflector 10 Hanover Quay Dublin 2. D02R573 Ireland

Microsoft Teams Webinar, a service of Microsoft Corporation, situated in One Microsoft Way, Redmond, WA 98052-6399, USA

Ungerboeck Systems International, LLC (Momentum Technologies), 222 S Meramec Ave, Suite 202-1083, St. Louis, MO 63105, USA

Sli.do s. r. o., Vajnorská 100/A, 831 04 Bratislava, Slovakia

Record reference: DPR-EC-01063

Table of Contents

- 1. Introduction**
- 2. Why and how do we process your personal data?**
- 3. On what legal ground(s) do we process your personal data?**
- 4. Which personal data do we collect and further process?**
- 5. How long do we keep your personal data?**
- 6. How do we protect and safeguard your personal data?**
- 7. Who has access to your personal data and to whom is it disclosed?**
- 8. What are your rights and how can you exercise them?**
- 9. Contact information**
- 10. Where to find more detailed information?**

1. Introduction

The European Commission is committed to protecting your personal data and to respecting your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council 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 in the context of the organisation of the Hybrid Dissemination Session “*Villes et communes luxembourgeoises: Devenez des Smart Cities*” and of the *Planning, Preparation and Empowerment* online training sessions. It explains 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.

The information in relation to processing operation carried out by CNECT A.5 is presented below.

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

Purpose of the processing operation: The Joint Controllers collect and further process your personal data to provide you with information about the Hybrid Dissemination Session “*Villes et communes luxembourgeoises: Devenez des Smart Cities*” and of the *Planning, Preparation and Empowerment* online training sessions (before, during and after), to process your application for participating in that events, to invite you and have you as a speaker of the event, and to gather your feedback regarding your experience attending our sessions.

This processing activity entails the organisation of hybrid dissemination sessions, which allows for online and offline participation, and the provision of fully online training sessions.

For hybrid sessions, live web-streaming and audio-visual recording of the speakers, organisers, and participants present in the venue will be taken, to allow online participants to follow the session. The audience or non-speaker participants are not photographed nor recorded individually or in groups. They may however appear on panoramic photographs or videos of the whole event/audience. The recording will be used for internal purposes to enable accurate minute taking, and reporting purposes.

For fully online events, the session will be recorded, including any question-and-answer sessions or panel discussions. You will be informed by an alert on your screen when the recording is taking place. The recording will be used for internal purposes to enable accurate minute taking

AND, for knowledge-sharing purposes, it will be published in the context of the Planning, Preparation and Empowerment online training sessions at Living-in.EU website Knowledge repository (<https://www.living-in.eu>) and on the Luxembourg Institute of Science Technology website after anonymising the footage captured. The publication, which will be done through Daily Motion (<https://www.dailymotion.com/es>), would only include personal data from the speakers and organisers. Participants that do not wish to be part of the above web-streaming and recording/publishing activities have the possibility to object to the processing by turning off their camera, muting themselves and not participating in the chat.

During the *Planning, Preparation and Empowerment online training sessions* participants might take part in polls or quizzes or to give ideas or questions to the organisers.

The processing of personal data is only to ensure that participants have answered once to the question posed and to recuperate the session should there be technical issues. Personal data will be deleted after the poll.

Both for hybrid sessions and online sessions, speakers' personal data will be publicly shared with attendees before, during and after the event through Living-in.EU channels (<https://www.living-in.eu> and LinkedIn) and on the Luxembourg Institute of Science and Technology website.

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

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

The processing operations on personal data, linked to the organisation, management, follow-up, and promotion of the Hybrid Dissemination Session "*Villes et communes luxembourgeoises : Devenez des Smart Cities*" and of the *Planning, Preparation and Empowerment online training sessions* (including web-streaming, photos, audio-visual recording, *the use of video conferencing services*) are necessary for the management and functioning of the Commission, as mandated by the Treaties. Those provisions are in particular, Article 11 of the Treaty on European Union and Article 15 of the Treaty on the Functioning of the European Union. Consequently, those processing operations are lawful under Article 5(1)(a) of Regulation (EU) 2018/1725 (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).

Your consent is required for *the following actions during the Hybrid Dissemination Session “Villes et communes luxembourgeoises: Devenez des Smart Cities” and of the Planning, Preparation and Empowerment online training sessions (if applicable):*

- The processing of your personal data as a speaker invited to the event, to publicly share your information with attendees in the agenda and/or social media
- The processing of your personal data to participate in online polls, sharing of questions or idea or quizzes during the Hybrid Dissemination Session “Villes et communes luxembourgeoises: Devenez des Smart Cities” and of the Planning, Preparation and Empowerment online training sessions.

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.

Your consent for these services can be withdrawn at any time *and detailed information on how to withdraw consent by emailing CNECT A.5 at CNECT-A5@ec.europa.eu*

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

The following personal data will be processed in the context of the Hybrid Dissemination Session “Villes et communes luxembourgeoises: Devenez des Smart Cities” and of the Planning, Preparation and Empowerment training sessions:

- Participants’ personal data: first name, last name, name of organisation, e-mail address, personal footage.
- Speakers’ personal data: personal footage, first name, last name, organisation, position, email address.
- Technical data through the use of web conferencing services: the following categories of personal data of the participants may be collected: Participant identifiers; Participants’

names list (available to participants only at Conference duration); Session identifier (determined by the system, only on anonymised reports); Date of session (determined by user decision, only on anonymised reports)]. Please refer to: Third Party IT Tools during Video Conferencing on page 7.

5. How long do we keep your personal data?

CNECT A.5 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:

- All personal data related to the organisation and management of the Hybrid Dissemination Session *“Villes et communes luxembourgeoises: Devenez des Smart Cities”* and of the *Planning, Preparation and Empowerment online training sessions* (this includes the information given during the registration, before, during or after the event) will be deleted **five years** after the last action in relation to the Hybrid Dissemination Session *“Villes et communes luxembourgeoises: Devenez des Smart Cities”* and of the *Planning, Preparation and Empowerment online training sessions*.
- Recordings from the web-streamed Hybrid Dissemination Session *“Villes et communes luxembourgeoises: Devenez des Smart Cities”* and of the *Planning, Preparation and Empowerment online training sessions* will be kept for **two 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 Hybrid Dissemination Session *“Villes et communes luxembourgeoises: Devenez des Smart Cities”* and of the *Planning, Preparation and Empowerment online training sessions*, the recordings will be kept for two years after the Hybrid Dissemination Session *“Villes et communes luxembourgeoises: Devenez des Smart Cities”* and of the *Planning, Preparation and Empowerment online training sessions* before being deleted. More information is available in the Record of Processing DPR-EC-01937 (Audio-visual recording of meetings).
- Personal data shared with CNECT A.5 for future mailing purposes (e.g., for receiving newsletters or invitations to similar events) are processed in line with the Record of Processing DPR-EC-03928 *“Management of subscriptions to receive information”*.

- When using third party IT services during a virtual conference or event, the European Commission keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for the duration of the conference and for an additional period of up to 5 years in an anonymised format (Conference identifier, start time and duration). For more information, please consult DPR-EC-04966 “EC M365 environment”. The content of the video/audio conference (documents, links, files etc) will be deleted after the termination of the session.

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 the data processor. 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.

The Commission’s contractors are bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission, and by the confidentiality obligations deriving from the General Data Protection Regulation (‘GDPR’ - [Regulation \(EU\) 2016/679](#)).

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.

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 and the staff of the *Luxembourg Institute of Science and Technology* responsible for carrying out this processing operation and to other authorised Commission staff and the staff of *Luxembourg Institute of Science and Technology* according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The audio-visual recording might be published on <https://www.living-in.eu> and shared on social media, without including participants personal data.

Our processor, Serendipity Holding B.V, only has access to speakers' personal data for the setting up of the agenda through Microsoft Office and to receive and publish the recording of the sessions (with no participants' personal data) on <https://www.living-in.eu>.

Third Party IT Tools during Video Conferencing

Please note that for the virtual meetings/sessions, a third-party IT service will be used to run the meeting.

For the video conferencing, the following software will be used:

- Go to Webinar or Microsoft Teams webinar

When using third party IT services during a virtual conference or event, the European Commission keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for the duration of the conference and for an additional period of up to 5 years in an anonymised format (Conference identifier, start time and duration).

The following categories of personal data of the participants are collected:

- Participant identifier (mainly email address, but potentially some other parameters)
- Conference Content (available to participants only at Conference duration)
- Participants' names list (available to participants only at Conference duration)
- Session identifier (determined by the system, only on anonymised reports)
- Date of session (determined by user decision, only on anonymised reports)
- Duration of the session (determined by user decision, only on anonymised reports)

The main recipient of the personal data is the conference's organiser who should identify the external participants. The organiser, by service definition, is part of EC staff. Participants are recipients as well of the contents during the duration of the session.

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).

Since registration for this meeting takes place via Momentus, the cookies employed by the Luxembourg Institute of Science and Technology on the registrant's device for that purpose will be covered by the cookie policy of the Luxembourg Institute of Science and Technology, Smart Communities Network member, which is available here: <https://www.list.lu/en/cookies-policy/>.

Cookies from the European Commission 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.

Third party IT tools, including social media

We use third party IT tools to inform about and promote the *Hybrid Dissemination Session "Villes et communes luxembourgeoises: Devenez des Smart Cities"* and of the *Planning, Preparation and Empowerment online training sessions* through widely used communication channels, including the social media. For detailed information about the use of social media by the European Commission, see the Record of Processing DPR-EC-00073 (Social Media Use by the European Commission).

Users are recommended to read the relevant privacy policies of 1) the videoconferencing platform *GoTo Webinar* (<https://www.goto.com/fr/company/legal/privacy/us>) / *Microsoft Teams* (<https://www.microsoft.com/en-gb/privacy/privacystatement>), 2) the registration platform *Momentus* (<https://gomomentus.com/privacy-policy>) and 3) the Q&A and polling platform *Sli.do* (<https://www.slido.com/terms#slido-privacy>) carefully before using them. These explain each company's policy of personal data collection and further processing, their use of data, users' rights and the ways in which users can protect their privacy when using those services.

The use of a third-party IT tool does not in any way imply that the European Commission endorses them or their privacy policies. If one or more third party IT tools are occasionally unavailable, we accept no responsibility for lack of service due to their downtime.

International transfers

Your personal data is mainly processed within the European Union. Some of the IT tools we use may process your personal data via their subprocessors and/or affiliates located outside the European Union (EU) or European Economic Area (EEA). In this case your personal data will be transferred outside the EU/EEA in accordance with GDPR requirements, using the following mechanisms:

- transfer to a third country deemed to offer an adequate protection, according to a decision issued by the European Commission; or
- signature of Standard Contractual clauses for Data Processors established in third countries.

For more information about international transfers of your personal data please refer to the relevant page of each of our processors:

For Goto Webinar: www.goto.com/company/legal/privacy/international#data-transfers,

For Microsoft Teams Webinar: <https://servicetrust.microsoft.com/DocumentPage/9af2ceac-c26e-49d6-a577-58048a188027>

For Momentus Technologies: <https://gomomentus.com/privacy-policy>

For Sli.do: <https://www.slido.com/terms#service-providers>

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 are inaccurate or incomplete. Where applicable, 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.

The European Commission should ensure that the data subjects can exercise their right to object to processing whenever possible by the organisers of the meetings/events (for example, on the spot by indicating a non-web streamed seat if requested; or ex-post, by deleting a specific sequence from the online video/voice recording).

For those processing activities to which you have consented, you have the **right to withdraw your consent at any time** by notifying CNECT A.5. The withdrawal of your consent will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

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.

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, CNECT-A5@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 European Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.