

## PRIVACY STATEMENT ON THE PROTECTION OF PERSONAL DATA

### EUROCONTROL FLY AI Forum

EUROCONTROL protects your personal data in accordance with the [EUROCONTROL Regulation on Personal Data Protection](#) adopted by its Member States and published in 2008, and its [Implementing Rules](#) which were published in 2017.

#### 1. Why do we collect, store and process your data? What is the FLY AI Forum?

This privacy statement concerns the processing of personal data by EUROCONTROL when managing the annual FLY AI Forum, which is organised by EUROCONTROL on behalf of the FLY AI group, comprising the EC, EASA, ASD, CANSO, EDA, IATA, IFATCA, IFATSEA, ACI EUROPE, NATO and the SESAR 3 JU. The FLY AI Forum 2024 will take place on 30-31 April, at our Brussels Headquarters.

We process your personal data because the processing is necessary for the performance of the tasks entrusted to the Organisation under the EUROCONTROL Convention, its Annexes and other texts governing the Organisation.

The FLY AI Forum is an annual event, kicked-off in 2023, which focuses on keeping the aviation community informed about the latest developments in AI across the aviation industry, as well as allowing for networking among practitioners.

In this context, personal data may be collected for the following purposes:

- registering participants and speakers for the FLY AI Forum;
- contacting participants and speakers via email/letter in advance of and after the event to provide relevant information;
- collecting and managing personal data related to security and control of access to the EUROCONTROL premises;
- storing registration details of participants for maintenance of EUROCONTROL historical database of past events;
- drafting minutes, reports and news about the event;
- (live) web-streaming and/or audio and video recording of speakers and participants, presentations of speakers, including on internet/intranet, in the context of the FLY AI Forum
- publishing event recordings and pictures on EUROCONTROL intranet, website, newsletter, and online social media channels if participants have given their consent for it;
- processing opt-ins (explicit consents, e.g. participation in the event, subscription to a newsletter) collected through online registration forms;
- collecting dietary requirements, if any indicated;

- collecting specific access requirements and/or requests for physical assistance if so indicated.

We may use photographs and recordings taken during the FLY AI FORUM to promote the work that we do in the field of artificial intelligence. This might be in the context of promoting our programmes, our partnership with stakeholders or it may be in support of our advocacy work. Before taking pictures and recordings of people speaking or participating at our events, we always seek prior permission from the individual to take and use their image explaining how we intend to use it. Our legal basis for using personal information for this purpose is consent, and it is requested at the moment of the online registration.

## 2. What data do we collect, store and process about you?

In order to carry out the processing, we hold the following categories of personal data related to you:

- **Identification data:** We collect your first name, last name, title and e-mail.
  - When a visa is required, we then also collect the passport or identity card number, the date of issue and expiry date and the place of birth.
  - For security reasons, we collect in advance your date of birth and your nationality.
  - Through the use of the website, online identifiers (device ID, IP address and/or cookie identifier) are automatically collected;
- **Professional background:** country of employment, job title/ function, name of company/organisation;
- **Short biography:** provided by you to be used if you are a speaker;
- **Dietary requests** (if any indicated);
- **Specific access requirements** and/or requests for physical assistance;
- **Personal data available via audiovisual content** (e.g. photographs/pictures, presentations, etc.) that might be made available on the internet/intranet in the context of the event and in the framework of EUROCONTROL activities (only with the consent of each participant): voice recordings, video recordings, or a photo of a data subject.

## 3. Who is your data disclosed to? Who has access to your data?

Access to your personal data is provided to EUROCONTROL staff and contractors responsible for the management of our relations with our stakeholders and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements (see further paragraph 7). It is stored in the Stakeholder Relationship Management database. Your personal data (first name, last name, organisation, job title) may be disclosed to the other FLY AI Group partners, on a need-to-know basis.

Authorised staff of EUROCONTROL have access to the personal data provided by participants for the registration to the event, lists of participants, mailing lists, paper files and electronic files containing information related to day-to-day correspondence. The data is necessary for the organisation and management of the event and follow-up activities.

Authorised staff of EUROCONTROL processors and external contractors may be provided with the data relevant for them to provide the required logistical and organisational support. That may include mailing lists and/or drawing up their own mailing lists, and creation of their own paper/electronic records based on contacts with the panel members for the purposes of organising meetings. In this event, the safeguards under paragraph 8 below apply.

Security services may process prior to the event held at the premises of EUROCONTROL the personal data of the participants required for security purposes. Security services should be interpreted as services contracted by EUROCONTROL.

#### 4. How long is your data kept?

EUROCONTROL only keeps your personal data for the time necessary to fulfil the purpose under paragraph 1 above.

##### Personal data related to the specific organisation and management of the event:

- Personal data provided during the registration, before, during or after the event will be stored for 6 months after the FLY AI Forum;
- All paper and electronic records concerning the day-to-day correspondence and reports containing aggregated data are kept for 6 months;
- The data processed for the purpose of **security and access to the** EUROCONTROL premises will be retained for a maximum period of 5 years, for the purpose of protecting specific EUROCONTROL interests (e.g. in the case of events leading to contentious issues)
- Personal data relating to **dietary** and/or **specific 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 FLY AI Forum, and in any event no longer than 6 months after the event is held.

##### Recordings:

- Audiovisual material collected during the event, will be kept for 5 years after the meeting/event before being deleted, unless the person concerned withdraws their consent according to paragraph 6 below.
- Recordings from the web-streamed meeting/event will be kept for 5 years before being deleted and unless the person concerned withdraws his/their consent according to paragraph 6 below.

### Future mailing purposes

If you have provided your consent, EUROCONTROL will process your email and contact details for future mailing purposes concerning events organised at EUROCONTROL that might interest you. This information will be deleted as soon as you communicate to us that you no longer wish to receive EUROCONTROL mailings.

## **5. What are your rights under the EUROCONTROL Data Protection Regulation?**

You have the right to access, rectify, complete and update your data option by contacting [corporate.events@eurocontrol.int](mailto:corporate.events@eurocontrol.int) You have the right to object to the use of your personal data in some circumstances. You may also delete your personal information. You have the right to request additional information about the handling of your personal data by contacting [corporate.events@eurocontrol.int](mailto:corporate.events@eurocontrol.int).

## **6. How can you withdraw consent you have given to EUROCONTROL?**

Concerning the recordings (audio-visual material, photos) made during the event, and for the personal data shared with the controller for future EUROCONTROL event related mailing purposes, you may withdraw your consent at any moment by contacting [corporate.events@eurocontrol.int](mailto:corporate.events@eurocontrol.int). Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose you originally consented to.

## **7. What do we do to avoid misuse or unauthorised access to data concerning you?**

EUROCONTROL is committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure EUROCONTROL has put in place suitable physical, electronic and managerial procedures to safeguard and secure the information collected from you: the data are protected against accidental or non-authorised destruction or loss, as well as against non-authorised access, modification or transmission. In particular, the systems in which data are stored are technically and logistically secured.

EUROCONTROL staff are under statutory confidentiality rules; contractors by default are under a contractual confidentiality clause; time-based contractors have signed an NDA.

## **8. What safeguards do we apply when we transfer your data to third parties?**

We will not, under any circumstances, share with or sell your personal information to any third party for marketing purposes, and you will not receive offers from other companies or organisations as a result of giving your details to us.

## **9. Call for interest related to the FLY AI FORUM**

In the context of the FLY AI Forum 2024, we are also launching a call for interest whereby we will ask the FLY AI Forum 2023 participants to submit proposals of AI based application that they may wish to present or demo at the event.

To this end, we will be asking interested stakeholders to submit a proposal containing information of the specific application/initiative, a description and the name of the person who could present (including their job title, name of organisation/company, a short biography and email address). This information may be shared, on a need-to-know basis, with members of the FLY AI group who will be involved in shaping the agenda for the event.

Chosen proposals will be retained and published as described in section 4 of this Privacy Statement. Non-selected proposals will be deleted at the latest 1 year after the event.

## **10. Whom can you contact if you have questions or want to make a complaint?**

For any general queries related to your personal data, please contact [corporate.events@eurocontrol.int](mailto:corporate.events@eurocontrol.int), which is the FLY AI Forum team responsible for the processing of the personal data concerning you.

Complaints can be addressed to EUROCONTROL's [Data Protection Officer](#).

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