

## PRIVACY STATEMENT ON THE PROTECTION OF PERSONAL DATA

### LSSIP Events, Webinars and Workshops

EUROCONTROL protects your personal data in accordance with the [EUROCONTROL Regulation on Personal Data Protection](#) adopted by the Permanent Commission and published in 2024.

Registration and participation to EUROCONTROL meetings and events (physical, online or hybrid) involves processing of personal data, which shall comply with the EUROCONTROL Regulation on Personal Data Protection.

#### 1. What are LSSIP events, webinars and workshops? Why do we collect, store and process your data?

This privacy statement concerns the processing of personal data by EUROCONTROL when managing events, webinars or workshops of the Local Single Sky Implementation (LSSIP) project.

The legal basis for the processing your personal data is the performance of the LSSIP process. EUROCONTROL manages the pan-European Implementation Planning, Monitoring and Reporting processes and ensures the efficient coordination with the other Agency Directorates to that effect.

LSSIP supports the ATM community in planning and reporting their progress in implementing the ATM Master Plan and therefore organises regular consultations with its stakeholders through events, webinars and workshops.

The purpose of the processing is to ensure the proper organisation, conduct and management of meetings, workshops, webinars or other similar events in which EUROCONTROL stakeholders participate and which are organised or co-organised by EUROCONTROL.

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

- registering participants to the EUROCONTROL physical, online or hybrid event;
- contacting participants via email/letter in advance of and after the event, to provide relevant information;
- processing opt-ins (explicit consents, e.g. participation at event, subscription to a newsletter) collected through online registration form;
- 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;

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

For promotional activities and networking opportunities, EUROCONTROL needs your explicit consent for the following purposes:

- Recording of meetings to draft minutes, reports, notices, proceedings, news and newsletters;
- (live) web-streaming and/or audio and video recording of speakers and participants, presentations of speakers, including on internet/intranet, in the context of events organised by EUROCONTROL;
- publishing event recordings and pictures on EUROCONTROL intranet, website, newsletter, and online social media channels; and
- creating networking opportunities through the sharing of participants' contact details.

We use photographs and recordings to promote the LSSIP event and the work that we do. This might be in the context of promoting our programmes, our partnership with stakeholders or it may be in support of our advocacy work. We take photographs and recordings of people attending our programmes and meetings.

We always obtain prior permission from the individual to use their personal data for networking opportunities or to take and use their image and explain how we intend to use it. Our legal basis for using personal information for this purpose is explicit consent as requested at the moment of the registration or during the event.

If you do not consent to your audiovisual personal data being processed, you can still attend the event both online and on site. When following the event online, you can mute yourself, turn off your camera and ask any questions using the Teams chat. When following the event on site, there is an area designated for people who do not wish to be recorded. You can also ask any questions there in writing via the moderator.

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

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

- **Identification data:**
  - first/last name, gender (for the correct title), postal address, city/zip code, country, e-mail, phone/mobile numbers;
  - nationality, date of birth, passport or identity card number and its date of issue and expiry (for security reasons for accessing the premises where the meeting/event is held);
  - online identifiers (device ID, IP address and/or cookie identifier);

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- **Professional background:**
  - function/title, name of organisation, areas of expertise, fields of interest;
- **Dietary requests** (if any indicated);
- **Specific access requirements** and/or requests for physical assistance;
- **Personal data available via audiovisual content**
  - (e.g. photographs/pictures, photo shoots, presentations etc.) that might be available on the internet/intranet in the context of the meetings and in the framework of EUROCONTROL activities (only with the explicit permission of each participant):
  - voice recordings, video recordings, or an image 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 to authorised staff and contractors according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements (see further section 7).

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 meetings 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.

For meetings that include or are managed by external contractors, there may be exchanges of information with participants in order to arrange travel and accommodation and possible dietary requirements.

Security services may collect and handle personal data of the participants for security purposes, prior to events held at the premises of EUROCONTROL. Security services should be interpreted as services contracted by EUROCONTROL.

In case catering services are being provided, the supplier of such services will be provided with any dietary requirements you have made.

The personal data used for promotional activities to which explicit consent has been given, such as the recorded meetings or taken pictures, could be made publicly available via the EUROCONTROL social media accounts, the EUROCONTROL intranet, the EUROCONTROL newsletter or the EUROCONTROL public website.

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The personal data used for networking activities to which explicit consent has been given, will only be shared with other participants that also gave their explicit consent for their personal data to be used for networking opportunities.

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

EUROCONTROL only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing as explained under paragraph 1 above.

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

- Personal data provided during the registration will be stored for 6 months after your registration;
- Personal data provided before, during or after the event will be stored for 6 months after the meeting/event;
- All paper and electronic records concerning the day-to-day correspondence and reports containing aggregated data are kept for a period of 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 LSSIP event, and in any event no longer than 6 months after the event is held.

##### Recordings:

- Audiovisual material collected in the course of the event, will be kept for 5 years after the meeting/event before being deleted and for the posts made on the EUROCONTROL website and social media, the personal data remains available unless you revoke your consent according to paragraph 6 below.
- Recordings from the web-streamed meeting/event will be kept for 5 years before being deleted and for the posts made on the EUROCONTROL website and social media, the personal data remains available unless you revoke your consent according to paragraph 6 below.

##### Future mailing purposes

- If you have provided your consent to receive further information and news from EUROCONTROL, 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 you no longer wish to receive EUROCONTROL mailings.

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

You have the right to access, rectify, complete and update your data option;

- a) using self-service interfaces (i.e. online tool function to edit your profile) and the update is immediate/option
- b) by contacting [Issip.support@eurocontrol.int](mailto:Issip.support@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 [Issip.support@eurocontrol.int](mailto:Issip.support@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, or where you have given consent to transfer your data to a third party, you may withdraw your consent in any moment by contacting [Issip.support@eurocontrol.int](mailto:Issip.support@eurocontrol.int) ; once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed 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.

## 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.

We may also share your personal data to a third party, only if you asked us to do so, for example where we make a referral to another organisation (e.g. ICAO, ANSPs etc).

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## 9. Who can you contact if you have questions or want to make a complaint?

For any queries related to your personal data, please contact: [lssip.support@eurocontrol.int](mailto:lssip.support@eurocontrol.int) which is the LSSIP entity/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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