

PRIVACY STATEMENT ON THE PROTECTION OF PERSONAL DATA

EUROCONTROL Aviation Engage webinars

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.

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 is EUROCONTROL Aviation Engage webinar? Why do we collect, store and process your data?

This privacy statement concerns the processing of personal data by EUROCONTROL when managing the EUROCONTROL Aviation Engage webinars.

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

EUROCONTROL Aviation Engage is a webinar series designed to bring the whole aviation community together to discuss with top practitioners their insights on key topics for the future of European aviation, on a strategic and technical level.

The purpose of the processing of personal data is to ensure the proper organisation, operation and management of EUROCONTROL Aviation Engage involving both online and in person participation of stakeholders and organised by EUROCONTROL.

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

- register participants to EUROCONTROL Aviation Engage webinars;
- contact participants via email in advance of and after the event to provide relevant information;
- store registration details of participants for maintenance of EUROCONTROL historical database of past events;
- (live) web-streaming and/or audio and video recording of speakers, presentations of speakers, including on internet/intranet, in the context of the EUROCONTROL Aviation Engage and publish event recordings and pictures on EUROCONTROL intranet, website, newsletter, and online social media channels if you have consent to it

We use photographs and recordings to promote EUROCONTROL Aviation Engage and the work that we do. This might be to advertise our programmes and events, and to support our campaigning and advocacy work. We take photographs and recordings of people attending our programmes and meetings. We always obtain prior permission from the individual 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 consent (requested in the event registration form).

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), function/title, name of organisation, e-mail) ;
- **professional background:** function/title, name of organisation;
- **dietary requests** (if any) or **specific access** requirements and/or requests for physical assistance;
- **personal data of speakers available via audiovisual content** (e.g. photographs/pictures, presentations etc.) that might be available on the internet/intranet in the context of the webinars and in the framework of EUROCONTROL activities (only with the explicit consent of each person involved): voice recordings, video recordings, or an image of a data subject.
- **questions to panellists** submitted via the dedicated function on our website or during the webinars.

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 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 webinars.

For webinars 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.

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.

- Personal data related to the **organisation and management of the webinars:** Personal data provided during the registration, before, during or after the event will be stored for 1 year after the webinars. All paper and electronic records concerning the

day-to-day correspondence and reports containing aggregated data are kept for a period of 1 year.

- The data processed for the purpose of security and access to EUROCONTROL's premises is 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 **questions submitted**, including the content of the questions, will be stored for the time necessary for the panellists to reply to all questions and no longer than 6 months.
- **Recordings**: Recordings from the web-streamed meeting/event will be kept for 1 year before being deleted.
- Personal data shared with the controller for future mailing purposes is collected on the basis of consent and will be deleted as soon as you communicate us you no longer wish to receive EUROCONTROL's newsletter.

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 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.

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

Concerning personal data shared with the controller for future mailing purposes or for the publication of the event recordings and pictures on EUROCONTROL intranet, website, newsletter, and online social media channels, you may withdraw your consent in any moment by contacting 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 or purposes you originally agreed to. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal

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-authorized destruction or loss, as well as against non-authorized 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. Who can you contact if you have questions or want to make a complaint?

For any queries related to your personal data, please contact: srm.admin.support@eurocontrol.int which is the entity/team responsible for the processing of the personal data concerning you.

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