



EUROPEAN COMMISSION
Executive Agency for Small and Medium-sized Enterprises (EASME)

Data protection notice

EU Sustainable Energy Week (EUSEW)

22-26 June 2020

Your personal data are processed in accordance with Regulation (EU) 2018/1725¹ on the protection of individuals 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 data controller of the processing operation is the Head of the Administration Unit of the Executive Agency for Small and Medium-sized Enterprises (EASME).

The legal basis for the processing operations comprises Article 5(1)(a) of Regulation (EU) 2018/1725 whereby processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties or other legal instruments adopted on the basis thereof², and Article 5(1)(d) of Regulation (EU) 2018/1725 based on your consent for non-compulsory personal data specified below.

The purpose of this processing operation is to organise and manage the **EU Sustainable Energy Week activities**. It covers:

- Registration of participants to events in the framework of the **EU Sustainable Energy Week**, management of their participation, provision of access to venues and inclusion in participant lists;
- Management of applications for the EUSEW Awards (evaluation, selection, announcement, promotion and feedback);
- Management of applications for hosting Policy Conference sessions (evaluation, selection, announcement, promotion and feedback);
- Management of applications for the Networking Village (evaluation, selection, announcement, promotion and feedback);
- Management of submissions of Energy Days (assessment, selection, publication, promotion and feedback);
- Management of follow-up meetings and other related follow-up actions, such as the collection of feedback, the distribution of contact lists, invitations, news, reports, other publications and information material, and sending of emails informing on future activities related to EUSEW;

¹ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJEU L295/39, 21.11.2018).

² Act of Establishment: Commission Implementing Decision C(2013/771/EU) of 17 December 2013 establishing the 'Executive Agency for Small and Medium-sized Enterprises' and repealing Decisions 2004/20/EC and 2007/372/EC and Regulation (EU) No 1291/2013 of the European Parliament and of the Council of 11 December 2013 establishing Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020) and repealing Decision No 1982/2006/EC (OJEU L 347/104 of 20.12.2013).

- Management of the EUSEW Community – a database of titles, first names, last names, organisations, functions, emails and mailing preferences – for receiving further information related to the topic and activities of the EU Sustainable Energy Week.

The following personal data are collected: title, first name, last name, date of birth, ID number (only for security screening to allow access to building), organisation, function, (professional/personal) e-mail address, phone number, Twitter and LinkedIn accounts. This information is **mandatory** for the purposes outlined above (except for phone number, Twitter and LinkedIn accounts which are based on your prior consent or where differently stated, e.g. EUSEW Community).

Please note that the events of the EU Sustainable Energy Week will be partly **web streamed** and it is possible that you might be recorded/filmed/photographed. This data will be used for online and offline communication activities related to the EU Sustainable Energy Week. Upon registration, you can give your explicit consent to have your image recorded, used for the creation of offline communication material and published online on communication channels, such as social media accounts, image hosting sites and websites linked to the promotion of the EU Sustainable Energy Week. In the absence of your consent, the organiser will try to find suitable alternatives, so that you can participate in the event, e.g. offer the means to follow the event via web streaming.

The recipients of your data will be relevant EASME and European Commission staff in charge of the organisation of the event and the follow-up communication activities, EUSEW partner organisations², security agents of the European Commission and/or external venues security personnel, EASME's contractor ICF Next (and its subcontractors) involved in the organisation of the event and the follow-up communication activities, and bodies charged with monitoring or inspection tasks in application of EU law (e.g. internal audits, Court of Auditors, European Anti-fraud Office – OLAF) as well as EUSEW participants. EUSEW partner organisations and participants may electronically receive the list of participants (including only your first name, last name, organisation, function).

Your data will be kept for a maximum period of **twelve months** after the end of the conference. Data will be deleted at the end of this period. As part of the EUSEW Community, your data will be kept for five years after the end of the Horizon 2020 programme and you can unsubscribe at any moment through a dedicated link present in all emails sent to you. Recorded and photographed data of you will be kept for five years after the end of the Horizon 2020 programme.

You have the right to access your personal data, the right to rectify any incorrect, inaccurate or incomplete personal data and where applicable, to obtain the erasure of your data. Where processing is based on your consent, you have the right to withdraw your consent at any time without affecting the lawfulness of processing based on consent before its withdrawal. If you have any queries concerning the processing of your personal data, you may address them to the EASME Head of the Administration Unit (entity acting as data controller) at EASME-ENQUIRIES@ec.europa.eu by indicating *EUSEW data protection notice* in the subject.

You shall have the right of recourse at any time to the EASME Data Protection Officer (DPO) at EASME-DPO@ec.europa.eu and to the European Data Protection Supervisor (EDPS) at <https://edps.europa.eu>.

² EUSEW partner organisations are all the organisations that co-organise EUSEW (e.g. organisations who organise a session, a networking activity, an energy day, etc.) and strategic and media partners.