

## PRIVACY STATEMENT

### for processing of personal data for participation in the BEREC Office public training session on EU public procurement for economic operators

On **18 September 2019**, at the BEREC Office premises, located at Z. A. Meierovica blvd No14, Riga, Latvia, the BEREC Office will hold training session on EU public procurement for economic operators. The training will be fully open to the public. However, due to limited number of places on-site participation in the event will be subject to prior registration on the basis of the *first comes - first served* principle. Therefore BEREC Office invites any interested person to apply for participation via an on-line booking form available in the event section of the BEREC Office web site.

To provide as wide access to the event as possible, the BEREC Office will stream live the whole training session. Edited recording of the session will be published on the BEREC Office web site and on the BEREC YouTube channel.

People watching the event on-line will have the opportunity to submit questions through the BEREC accounts on Twitter or via e-mail.

The personal data of the participants will be processed in accordance with the Regulation (EU) 2018/1725 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.

#### 1. Categories of personal data collected and processed and purpose

The purpose of this processing is to register interested persons to BEREC training session on EU Public Procurement, to provide access to the conference venue and to allow the follow up of the event, including feedback collection and specific communication activities.

#### The personal data collected and further processed at the time of the registration are:

- Data necessary for the organisation and management of the event:
  - Compulsory information: identification data [family name(s), first name(s)], contact data (e-mail address and telephone number);
  - Non-compulsory information: occupation, organisation postal address;
- Compulsory data necessary for access control purposes at the BEREC Office premises: identification data, nationality, number of identity document (see the specific privacy statement available here: [https://bereg.europa.eu/files/document\\_register\\_store/2016/2/2.Privacy%20Statements%20-%20access%20control.pdf](https://bereg.europa.eu/files/document_register_store/2016/2/2.Privacy%20Statements%20-%20access%20control.pdf)).

Failure to complete the mandatory fields markers with “\*” will result in failure to register for participation in the event. However, you can watch the event remotely via the live streaming option.

**The personal data collected and further processed during and after the event are:**

The event will be streamed live, recorded and photographed. Its full content or parts of it will be re-used for other information and communication purposes, which will lead to collection of the following personal data:

- audio and video recording of speakers and participants, including webstreamed live;
- speakers’ opinions, presentations and statements;
- photographs/pictures of participants (subject to the prior consent of the participants).

These data will be published in the context of the event and may be re-used in the framework of the BEREC Office activities.

The event will be streamed live and will be filmed. The video-cameras used at the BEREC Office are automatic and exclusion of participants from the live-streaming is not possible. Should you decline live streaming you will be offered the opportunity to watch the event from another meeting room via web streaming.

**Personal data collected and further processed when receiving questions:**

If you submit a question via the social media from a personal account the BEREC Office will process your identity and contact details. Questions can be submitted also via corporate accounts or functional mailboxes.

**2. Legal basis for the processing**

The event is organized in accordance with the provisions of the Single Programming Document of the Agency for Support for BEREC (BEREC Office) for 2019-2021, section 2.7.1.2, objective 7, in the public interest.

Thus, processing of personal data is lawful based on Article 5 (1) (a) of [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.

**3. Recipients or categories of recipients of the personal data**

The recipients of your personal data will be the BEREC Office staff members dealing with the organisation of the event, and the staff in charge of security and access to the premises.

The event is co-organised with SIA Latvia Tours who acts as processor under a framework contract with the BEREC Office for the provision of professional event management services. Among others, the contractor will be in charge of editing the audio and video material, ensuring translation and to processing images from the event.

#### **4. Period for which the personal data will be stored**

Identification data provided at the time of registration as well as the personal data for submitting questions via e-mail will be kept for maximum 1 year after the event date and afterwards will be eliminated.

Identification data, nationality, number of identity document provided for access control purposes will remain in the visitor register for maximum 6 months and afterwards will be removed.

The edited audio and video materials and the presentations will be kept on the BEREC web site and BEREC accounts for sharing of audio and video files (YouTube) and on the BEREC accounts on the social media as long as their content is useful for the public but no longer than 10 years.

Afterwards the data will be removed both from the BEREC website and the BEREC social media accounts.

#### **5. Your rights**

You have the right to request from the controller access to and rectification or erasure of your personal data or restriction of their processing. You also have the right to object to processing of your personal data.

Please note that at the moment of the registration you will receive a confirmation e-mail containing the data provided to the controller at the moment of the registration and a hyperlink on which you can access, rectify or erase your data. You are, therefore, advised to save that e-mail and to use it, if needed.

In case you are recorded in the context of keynotes/panels (e.g. while asking a question during a panel discussion), and would like to have certain parts of the videos relating to you removed, please contact us at [berec@berec.europa.eu](mailto:berec@berec.europa.eu) and we will do so as soon as possible.

In case your photo is taken in the context of this photo shooting, and you would like to have this photo removed, please contact us at [berec@berec.europa.eu](mailto:berec@berec.europa.eu) and we will do so as soon as possible. Should you request the controller to take any action of those listed above, the controller will provide you with information on the action taken on your request within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

#### **6. Identity and the contact details of the controller and the data protection officer**

The BEREC Office shall exercise the tasks of the data controller for the purpose of these processing operations.

To exercise the mentioned rights, you can contact the controller by sending an e-mail to the following e-mail: [berec@berec.europa.eu](mailto:berec@berec.europa.eu). You are kindly invited to mention in the subject of the email the following statement: "Training Session on EU Public Procurement for Economic Operators – data protection request".

If you feel your data protection rights have been breached, you can always lodge a complaint with the BEREC Office's Data Protection Officer ([dpo@bereg.europa.eu](mailto:dpo@bereg.europa.eu)) or with the European Data Protection Supervisor: [edps@edps.europa.eu](mailto:edps@edps.europa.eu).