



23rd May 2018

LEGAL NOTICE DATA PROTECTION

- **I agree to that my personal data will be used according to these rules.**

This privacy statement explains the reason for the processing, the way CELCAA collects, handles and ensures protection of all personal data provided, how that information is used and what rights you may exercise in relation to your data (the right to access, rectify, block etc.). CELCAA is committed to protecting and respecting your privacy.

1. How does CELCAA collect personal data?

We may collect information about you:

- directly from you, such as the information you provide to us to get some information; exchange of views;
- from other sources, such as your employer or colleagues;
- from publicly available sources such as LinkedIn or the corporate website of the organisation you are working for.

Celcaa website does not contain any kind of preferences settings (regional or language) that requires cookies to be saved on users' computers, and there is therefore no need for any kind of cookie/terms acceptance for browsing the site. There is no localisation tracer either and we guarantee absolutely no information being saved on CELCAA servers or on users' computers besides the website graphical content temporarily saved in their browsers' cache.

2. Why do we process your data?

CELCAA collects and uses your personal information to organise and manage meetings and information circulation.

3. Legal Basis –

We have two legal basis for processing your personal data with respect to our mailings:

- Performance of a contract as members of CELCAA;
- Your legitimate interest as members of CELCAA, partners in the food chain, services providers, journalists and press or for policy makers in charge of CELCAA issue of interests.

The processing operations on personal data linked to the organisation and management of meetings/workshops/events/etc. is necessary for the management and functioning of CELCAA, as mandated by the CELCAA by-laws.

4. Which data do we collect and process?

The personal data collected and further processed are:

- Name and surname;
- Email address;
- Organisation name and country;
- Phone number
- Postal address when useful



Personal data:	Purposes:
name (initials)*	to correctly address our Mailings
address (business and private)	to contact you
position or profession	to correctly address you and to customize our Mailings
title(s)	to correctly address you
email address*	to contact you and send you the Mailings
telephone number, mobile telephone number or facsimile number	to contact you
Gender	to correctly address you
company or organization	to reflect your company or organisation on your name badge and to link you to our business relation
areas of interest	to include you on the correct mailing lists
(previous) mailings you have been sent by us	to monitor the correctness of sent Mailings and the use of the correct contact details and to analyse our Mailings
dietary requirements	to adapt the menu that we may offer during our events
opt-in/opt-out for mailings	to correctly register and follow-up any opt-in or opt-out that you have indicated to us, in order to ensure our Mailings are customised to your expressed wishes and to ensure that you no longer receive undesired Mailings

As CELCAA is the organiser of meetings taking place inside the EU institutions, for the security purpose of these EU Institutions, CELCAA also process ID numbers; date of expiry of ID and date of birth of participants.

5. How does CELCAA treat personal data?

Data about persons are always treated as confidential and never made public. Your data are only used for the service you have requested or purpose agreed upon:

For example, if you subscribe for our circulars or reports or press releases, we will only use your details to send you these publications. You can also unsubscribe by sending a request to p.rouhier@celcaa.eu.

We never pass on your contact details to third parties for commercial purposes.



6. How long do we keep your data?

We will store your personal data:

- as listed above until the moment you have informed us that you no longer wish to receive our mailings,
- we cease the sending of the relevant mailings,
- or it appears that your email address is no longer in use (for example when we receive a filed delivery notification);
- Personal data is kept as long as follow-up actions to the meeting are necessary with regard to the purpose(s) of the processing of personal data as well as for the meeting and its related management.

If data subjects do not agree with this, they may contact the Controller by using the Contact Information as mentioned at point 10 below.

7. How do we protect your data?

All data in electronic format (e-mails, documents, uploaded batches of data etc.) are stored on the server of the contractor Happy Monday. The contractor Happy Monday is bound by a specific contractual clause for any processing operations of your data. Happy Monday servers are based in the EU and Happy Monday is GDPR compliant.

In case of breach of the system, all persons concerned by the breach will be informed. Laptops and mobile phones are secured through passwords.

8. Who has access to your data and to whom is it disclosed?

Access to your data is provided to authorised staff within the EU Institutions or within CELCAA.

For meetings in the EU institutions:

- Correspondents of a third party are responsible to provide the names and personal data of the experts attending to the meeting representing their organisation. This information is needed for access control purpose by security guards to the Commission's premises. This data will be also visible to the staff of the Service assigned to this specific meeting.
- Experts themselves while attending a meeting together with other experts representing the same invited organisation will be able to see each other's name and surname.
- Correspondents and experts have access to the name and surname of the meeting assistant that had invited them to the meeting to allow confirmation of attendance.
- EC users will have access only to the personal data of the correspondents and experts related to the meeting they have assigned to manage.
- Technical EC staff or IT service provider will have access to the system data to solve eventual technical issues.
- IDOC, OLAF, EDPS, Court of auditors on a case-by-case base.

Transfers of personal data to countries outside of EU/EEA: not foreseen.

For meetings in CELCAA:

- CELCAA Secretary General; President and members.
- Other participants



- IDOC, OLAF, EDPS, Court of auditors on a case-by-case base.

9. What are your rights and how can you exercise them?

You are entitled to:

- Access to your personal data;
- Rectify your personal data;
- Erasure of your personal data ('right to be forgotten');
- Restriction of processing of your personal data;
- Object to the processing of your personal data;
- Receive your personal data in a structured, commonly used and machine readable format and to (have) transmit(ted) your personal data to another organisation;
- Access your personal data and rectify it in case the data is inaccurate or incomplete. You are also entitled to ask to be removed from our system.

You can exercise your rights by contacting the data controller, or in case of conflict, the Data Protection Officer, and if necessary the European Data Protection Supervisor using the contact information given at point 10 below.

10. Contact information

If you have comments or questions, any concerns or a complaint regarding the collection and use of your personal data, please feel free to contact Pascale Rouhier, at [p.rouhier @celcaa.eu](mailto:p.rouhier@celcaa.eu)