

DATA PROTECTION NOTICE

For processing of personal data in the context of EventsForce system

1. Context and Controller

The Events Force is cloud-based tool supporting automated registration for all meetings organised by Eurojust. Personal data provided to the tool will be used only for the purpose of the organisation of events, and the booking of hotels according to the request of participants. The processing of personal data is subject to Regulation (EU) 2018/1725 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.

Collection and processing of personal data by the EventsForce are under the responsibility of the Controller, who is the Head of Logistics Unit and can be contacted at dpevents@eurojust.europa.eu

2. What personal information do we collect, for what purpose, under which legal basis and through which technical means?

2.1. Legal basis

The legal basis for the processing operations on personal data is:

- Rec. (22) of the Regulation 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 'Regulation 2018/1725';
- Article 5(1)(a) and (d) of the Regulation 2018/1725;
- Article 10 (2)(1) of the Regulation 2018/1725 for the special category of data.

2.2. Purpose of the processing

The personal data is processed within the EventsForce system for the following purposes:

The purpose of the processing activity via EventsForce is to manage meeting registration. During the registration process, details such as e.g. participants` personal data, accommodation details (when applicable), dietary requirements (when applicable), travel reimbursement (when applicable), are collected both for internal and external participants. The data is used in the preparation of coordination meetings, events organized by the Networks with the Secretariats posted at Eurojust and other Eurojust meetings.

2.3. Technical means

EventsForce is a cloud hosted solution. The service is provided by EventsForce, The Wenlock, 50-52 Warf Road, London, N1 7EU, UK, <https://www.eventsforce.com/>. For EventsForce Privacy policy, please consult the <https://www.eventsforce.com/privacy-policy/>.

The service was acquired via EU Commission supplier of ICT equipment and services Insight Technology Solutions Belgium INC via EU Commission framework contract. The cloud service is currently hosted at data centre located in UK and is now in process to migrate to the data centre located in Republic of Ireland.

2.4. Types of personal data

Personally identifiable information include the below details provided by a participant when registering:

Category A (the personal private data set by default):

The following data is currently logged as Personally Identifiable Information within EventsForce system:

- First Name
- Last Name
- Corporate E-mail address (no control whether it is private or business)
- Corporate CC email address
- Corporate Address
- Corporate Town
- Corporate Postal code
- Corporate Phone number
- Work phone number

Category B (personal private data added to the default set by Eurojust):

The following type of data will be added to the above listed data and logged as Personally Identifiable Information within EventsForce system:

- Registration on behalf of a participant
- Title (Ms/Mr)
- Function
- Organisation (Company)
- Country
- Reimbursement (eligible for)
- Reimbursement Country
- Dietary requirements
- Other dietary requirements (allergies or dietary preferences like kosher, halal etc.)
- Participants List (approval)
- Participants List Output (selection)
- Picture (approval)
- Work fax number
- Car Model
- Car Plate
- Contact Points List (EJN Plenaries)
- Plenary Observers List (EJN Plenaries)
- Speaker (category for different events like Genocide, CF)
- Speaker Country (category for different events like Genocide, CF)
- Speaker reimbursement (category for different events like Genocide, CF)

Category C (other event related data): The following type of data is also collected within EventsForce system, depending on the requirements of a specific event. This data will be deleted from the system 1 year after the date of an event:

- Videoconference (attending via)
- Hotel/Accommodation (overnight needed)
- Hotel Check In
- Hotel Check Out
- Accommodation Comments
- Second Night (accommodation)
- Type of room (accommodation)
- Special requirements (accommodation)
- Meal attendance
- Meal attendance 2nd day
- PPT
- Parking
- Shuttle Airport
- Shuttle Dinner
- Meeting Day 1 Attendance (for events like 2 days CMs, EJ Meetings & Networks)
- Meeting Day 2 Attendance (for events like 2 days CMs, EJ Meetings & Networks)
- Closed session Attendance ((for events like Genocide)
- Cultural programme Attendance (for events like EJM Plenaries)
- Welcome Reception Attendance (for events like EJ Meetings & Networks)
- Dinner Attendance (for events like EJ Meetings & Networks)
- Lunch Day 1 Attendance (for events like 2 days CMs, EJ Meetings & Networks)
- Lunch Day 2 Attendance (for events like 2 days CMs, EJ Meetings & Networks)
- Workshops/Subgroups Selection (for events like EJ Meetings & Networks)

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

For the purpose detailed above, access to your personal data is given to the following persons:

- duly authorised Eurojust post-holders in the Logistic Unit / Events Sector.
- events participants (internal and external) with the limitation of accessing only their own data;
- duly authorised IM Application manager for managing Eurojust's accounts;
- Duly authorised IM Back Office system administrators for managing the system configuration.

All data processed and stored at EventsForce system related to the specific event(s) may be disclosed only to the authorised post holders directly involved in that specific event(s) organisation, such as relevant National desks at Eurojust and relevant Eurojust units and secretariats.

4. How do we protect and safeguard your information?

In order to protect the personal data processed within the EventsForce tool the following measures have been carried out:

- By the supplier of the cloud service:
 - EventsForce is a database-integrated application and therefore holds all events and personal level data within its own database. Data in the database can only be accessed through the EventsForce web interface or through the EventsForce API.
 - EventsForce uses an isolated multi-tenant architecture, where data for each client is stored in its own separate database, but several clients will share a server. It is not

possible to run a query across multiple databases. This design ensures robust segregation of data from different clients.

- Access to EventsForce can be controlled either via username and password authentication, or by using an external authentication service
- All traffic between EventsForce servers and client browsers is sent using HTTPS (TLS 1.2 or higher). This ensures the highest level of security when viewing and entering data on a web page.
- More information about the data security provided by the service supplier is available on the web <https://www.EventsForce.com/data-security-policy/>
- By Eurojust when implementing the service:
 - As the EventsForce cloud service offers several features, which are not relevant for Eurojust; the generic data model was limited and reduced to the minimum set necessary for the purpose of Eurojust
 - The Risk Assessment was carried out by Eurojust ICT security measures and appropriate controlling activities were implemented
 - Only the necessary user and power users' accounts were created and all default accounts were disabled
- By Eurojust during the use of the service:
 - By regular monitoring the active user accounts
 - The personal data is stored only until the reimbursements for a specific meeting have been settled, for a maximum of 3 months after the meeting has taken place.
 - After 3 months, the data is anonymised and deleted

5. How can you verify, modify or delete your information?

You have the right to access, rectify or erase or restrict the processing of your personal data or, where applicable, the right to object to processing or the right to data portability in line with Regulation (EU) 2018/1725.

Any such request should be directed to the Controller, by using the following email address: dpevents@eurojust.europa.eu, and by explicitly specifying your request.

6. How long do we keep your personal data?

Your personal data is stored for three months after this period the data is automatically anonymised and deleted. Non personal data related the organisation of the event is retained for a year in order to enable Eurojust to produce some statistical information about the events organised by the organisation. After this period the data is deleted.

7. Contact information

In case of queries regarding the processing of personal data, Eurojust Data Protection Officer can be contacted via email address: dpo@eurojust.europa.eu.

8. Recourse

You have the right of recourse to the European Data Protection Supervisor (EDPS) via email: edps@edps.europa.eu or following the link: <https://edps.europa.eu/data-protection/our-role-supervisor/complaints>.