

## Privacy Statement/ Data Protection Notice

**For the processing activity: Consultation Forum for Sustainable Energy in the Defence and Security Sector (CFSEDSS) within the European Defence Energy Network (EDEN)**

This Privacy Statement provides information on the processing and the protection of your personal data and on the rights you have as a data subject.

### 1. TITLE OF THE PROCESSING ACTIVITY

Consultation Forum for Sustainable Energy in the Defence and Security Sector (CFSEDSS) within the European Defence Energy Network (EDEN)

### 2. CONTROLLER OF THE PROCESSING ACTIVITY

EUROPEAN DEFENCE AGENCY  
EU-funded Defence Research Unit,  
Research, Technology & Innovation  
Directorate,  
[eden@eda.europa.eu](mailto:eden@eda.europa.eu)

Data Processor  
For accommodation arrangements  
Northwood Plaza Limited, C/O  
Intercontinental Dublin,  
Simmons Court Road, D04 A9W7, Dublin,  
Ireland,

### 3. PURPOSE OF THE PROCESSING ACTIVITY

The purpose of this processing activity is to organise, deliver and follow-up the Conferences of the Consultation Forum for Sustainable Energy in the Defence and Security Sector (CFSEDSS) and to build a network of energy and environment focal points and experts in the European Defence Energy Network (EDEN). The organisation of CFSEDSS Conferences entails the registration and admission of participants, the creation of badges, and the handling of dietary preferences and accommodation arrangements.

### 4. DATA PROCESSED

Data subject categories:

- Delegates from defence ministries or other public bodies of EU MS and other Participating Countries (Norway, Switzerland, Serbia and other Third Countries)
- Representatives from EU institutions, agencies and bodies
- Representatives from Industry, academia and research and technology organisations
- Representatives from other international private and public bodies
- Representatives of any other stakeholder, having expressed interest in receiving information or taking part in CF SEDSS activities

Data categories processed:

- Last name, First name, Email-address, Telephone number.
- Nationality.
- Organisation/entity, place of organisation/entity, function (post).
- Government delegation and/or invited guest speaker.
- Dietary restrictions, Photographs, audio or video recording, or live streaming in the context of a conference or meeting (subject to consent collected upon registration).

- Identification data, bank account data, travel invoices for the reimbursement of travel expenses.
- Specific requests made by each participant.

## **5. RECIPIENTS OF THE DATA**

The internal recipients of the data are the EDA staff of the EU-funded Defence Research Unit assigned to the project, the organisers of the meeting, competent staff from the EDA Media and Communication Unit and the EDA IT Unit, EDA Finance Unit and other Units in case those are involved in a specific task of the project or conference.

E-mail contact details of registered participants may be shared with the national authorities of the Member State where the event is hosted, when requested so by these authorities and as necessary to perform accreditation tasks carried out in the public interest, or in the exercise of official authority, pursuant to Article 9 of Regulation (EU) 2018/1725.

Personal data will not be communicated to third parties unless necessary to fulfil the purpose of this activity or to comply with legal obligations. Notably, for the 4<sup>th</sup> Plenary CF SEDSS Conference, personal data of participants will be transmitted to:

- Accommodation provider (hotel): for the purpose of booking accommodation for the conference participants, EDA will share personal data (name, surname and contact details) with the accommodation provider, acting as a data processor for the booking arrangements. Please be aware that the hotel will further process your personal data outside of the control of EDA, as a separate data controller and subject to their own privacy policy which can be consulted on the hotel website/ at the hotel reception.
- Onsite photographer for audio-visual services who processes personal data as per the instructions of EDA and applicable laws.

Conference participants and members of the CF SEDSS network of focal points and experts have to option to allow the exchange of their contact details with other participants and members of the network.

Certain categories of personal data may be accessed by auditing bodies or supervisory authorities in carrying out their respective duties and in line with EDA's legal obligations.

## **6. MEANS OF PROCESSING AND MEASURES OF SECURITY OF THE DATA**

Data is stored in EDA's IT system. EDA has implemented appropriate technical and organisational measures (firewalls, checkpoints, antivirus, access control) to ensure a level of security appropriate to the risks represented by the processing and the nature of the personal data to be protected. Such measures have been taken in particular to prevent any unauthorised disclosure or access, accidental or unlawful destruction or accidental loss, or alteration and to prevent all others unlawful forms of processing., accessible only by authorised staff entrusted with carrying out tasks required for the purposes of this processing activity.

EDA external contractors are obliged by the respective contracts to adopt appropriate technical and organisational security measures regarding the risks inherent in the processing and the nature of the personal data concerned.

## **7. RIGHT OF ACCESS TO YOUR PERSONAL DATA AND OTHER RIGHTS OF THE DATA SUBJECT**

Data subjects can exercise the rights awarded to them by the Regulation (EU) 2018/1725. Data subjects have the right to request access to their personal data, the right to rectify any inaccurate or incomplete personal data, the right to request the deletion of their personal data, the right to request restriction of the processing of their personal data and the right to object to the processing. Data subjects have the right to withdraw their consent at any time, where

processing is based on data subject's consent. Withdrawal of the consent does not affect the processing that took place prior to that.

Data subject requests will be handled within one month of receipt of the request and in accordance with Article 14(3) of the Regulation (EU) 2018/1725. If the data subject has any queries concerning the processing of his/her personal data, s/he may address them to the data controller at: [eden@eda.europa.eu](mailto:eden@eda.europa.eu), or to the data protection officer at: [dataprotection@eda.europa.eu](mailto:dataprotection@eda.europa.eu).

Data subject have the right to recourse to the EDPS.

## **8. RETENTION OF THE DATA**

The contact details of participants will be part of a database to contact them in the future in the context of subsequent EDA activities related to the conference/meeting. The data are stored for up to 1 year after the end of the project. Data subjects can unsubscribe or request deletion anytime by contacting the controller and specifying their request in the following mailbox: [eden@eda.europa.eu](mailto:eden@eda.europa.eu).

Data other than contact details will be retained for a maximum period of 1 year after the last conference/meeting of the series or after the database is no longer necessary for networking in the Consultation Forum for Sustainable Energy in the Defence and Security Sector as defined under the purposes for this processing operation.

Anonymised statistics may be kept beyond the retention period. This is to inform EDA of the overall number of participants and analyse the relative success of each event for reporting purposes.

## **9. LEGAL BASIS FOR THE PROCESSING OPERATION**

The legal basis for processing Article 5(1)(a) and (d) of Regulation 2018/1725.

Processing of participants' personal data is based on their consent for the registration to CFSEDSS conferences, for the management of dietary restrictions, for image and audio recording during the conference sessions, and for sharing their contact details with other meeting participants.

Processing is necessary to perform the tasks carried out by EDA in the public interest. EDA processes personal data for the invitation of participants and the organization of CFSEDSS conferences within EDEN, an activity taking place in the framework of the tasks carried out by the Agency under Article 5 of the Council Decision (CFSP) 2015/1835 of 12 October 2015 defining the statute, seat and operational rules of the European Defence Agency

## **10. CONTACT DPO**

In case you have any questions or queries concerning data protection at the European Defence Agency, you can also contact the Data Protection Officer at [dataprotection@eda.europa.eu](mailto:dataprotection@eda.europa.eu).

## **11. RECOURSE TO EDPS**

As a data subject you have the right to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>) at [edps@edps.europa.eu](mailto:edps@edps.europa.eu).