



**Data Protection Notice for “International Ocean Governance Forum”, April 22-24, 2020, Brussels, Belgium**

**Your personal data** is processed in accordance with **Regulation (EU) No 2018/1725<sup>1</sup>** 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 Head of Unit of EASME.A3 of the Executive Agency for Small and Medium-sized Enterprises (EASME).

**The legal basis** for the processing activities are - *Article 5(1)(a) of Regulation (EU) 2018/1725 because processing is necessary for the performance of a task carried out in the public interest (or in the exercise of official authority vested in the Union institution or body)<sup>2</sup>*;

- *Article 5(1)(d) of Regulation (EU) 2018/1725 based on your explicit consent for your non- mandatory personal data indicated below; etc.*].

**The purpose(s)** of this processing is/are to collect and use your personal information for the management/organisation of the meeting ("International Ocean Governance Forum"), including management of: lists for contacts, invitations, participants, reports, distribution of reports, feedback on reports, meeting follow-up, follow-up meetings, follow-up actions, information sharing.

**The following of your personal data are collected:** Personal data necessary for the organisation and management of the meeting, such as title/name/surname/organisation/type of stakeholder/E-Mail are **mandatory** for the purpose(s) outline above.

If applicable: Information about the form of transport used & hotel, and banking information (for purpose of reimbursement of travel expenses/allowances).

In addition, the following **non-mandatory** personal data are collected: *your photo, videos and Twitter account if you tweet/retweet about the vent*. Please note that the event may be partly web-streamed and it is possible that you will be recorded. It is also possible that photographs of you will be taken during the event and might be used for related communication purposes. Upon registration, you can give your explicit consent to have your images recorded and published on related communication channels. In the absence of your consent, the organiser will try to find suitable alternatives, so that you can fully take part in the event.

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<sup>1</sup> 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 (OJ L295/39 of 21.11.2018).

<sup>2</sup> 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 reference to H2020/ COSME/ EMFF / LIFE programme or other relevant legal basis*].

**The recipients** of your personal data will be Head of Unit of EASME.A3 of the Executive Agency for Small and Medium-sized Enterprises (EASME), EC Directorate General Maritime Affairs and Fisheries, Unit B1: Ocean Governance, Law of the Sea, Arctic Policy, Fresh Thoughts Consulting GmbH (acting on behalf of EASME as contractor for handling all related IOG Forum event logistics, e.g. registration,...); ACTeon environment (acting on behalf of EASME as contractors for communication activities); Institute for Advance Sustainability Studies (IASS), TMG – Töpfer Müller Gaßner GmbH and European Marine Board (acting on behalf of EASME as experts and lead of thematic working groups).

A participants list will be made publicly available as PDF on the events website and will include the following information: Title, name, surname and organisation.

Your personal data **will not be transferred** to third countries or international organisations.

The processing of your data will **not include automated decision-making** (such as profiling).

**Your personal data** will be kept for a maximum period of 18 months from after the end of the event and minimum until implementation of the project contract. Data will be *manually* deleted at the end of this period.

**You have the right** to access your personal data and to request your personal data to be rectified, if the data is inaccurate or incomplete; where applicable, you have the right to request restriction or to object to processing, to request a copy or erasure of your personal data held by the data controller. If processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing based on your consent before its withdrawal.

Your request to exercise one of the above rights will be dealt with without undue delay and within **one month**.

If you have **any queries** concerning the processing of your personal data, you may address them to Head of Unit of EASME.A3 (entity acting as data controller) via: EASME-EMFF-CONTRACTS@ec.europa.eu.

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