



Council of the European Union
General Secretariat

Privacy Statement¹

Information on the protection of your personal data

OUTREACH ACTIVITIES, VISITS AND EVENTS - Ref. 121R04

1. Who is responsible for the handling of your personal data at the General Secretariat of the Council (GSC)?

Head of Outreach Unit COMM 2A

Directorate-General for Communication and Information

outreach@consilium.europa.eu

2. Contact details of the GSC's Data Protection Officer

Data Protection Officer

data.protection@consilium.europa.eu

3. What categories of personal data do we handle?

In the case of virtual activities, the data required for the use of Zoom is processed following the principles outlined in record 319R01 "Use of the Zoom videoconference platform for press and outreach activities at the Council of the European Union".

Photos and videos may be taken for outreach purposes, and are processed following the principles outlined in record 300R01 "Processing of images and videos for outreach purposes".

Furthermore, for each specific type of outreach activity, the categories of personal data are the following:

Council events – on site and virtual

Surname, first name, country of residence, nationality, date of birth, e-mail address, institution / organisation the person represents (where applicable) and the profession (where applicable).

Additionally, the speaker of the event will provide his/her telephone number.

¹ Your personal data is handled in accordance with Regulation (EU) 2018/1725.

Group information visits and virtual information sessions

Surname, first name, country of residence, nationality, date of birth, gender.

The person in charge of the group will also provide his/her mobile phone, e-mail address and the postal address of the institution / organisation the person represents (where applicable).

Individual visits

Surname, first name, country of residence, nationality, date of birth, gender and e-mail address. Moreover, any person who wishes to visit the Council may provide additional information to facilitate the security check and movements within the buildings.

A person registering for several visitors will also provide his/her e-mail address and gender.

Ongoing contact with external audiences

Surname, first name, e-mail address, profession, language(s).

GSC staff taking part in outreach activities: volunteers, speakers, guides, participants in the "EU Back to School"/"EU Back to University" initiatives

Surname, first name, nationality, directorate/unit in the GSC, languages spoken, telephone number, e-mail address.

4. For what purpose do we handle your personal data?

The personal data is collected to enable the Outreach Unit (hereafter referred to as “processing department”) to promote, organise or illustrate the following outreach activities of the GSC:

- Council events - on site and virtual
- Group information visits - on site
- Individual visits - on site
- Virtual information sessions
- Ongoing contact with external audiences
- Volunteers for the open day
- Speakers/guides for group visits and virtual information sessions
- Participants in the 'EU Back to School'/'EU Back to University' initiatives - on site and virtual

In the case of virtual outreach activities on Zoom, data is processed following the principles outlined in record 319R01 "Use of the Zoom videoconference platform for press and outreach activities at the Council of the European Union".

Photos and videos may be taken for outreach purposes, and are processed following the principles outlined in record 300R01 "Processing of images and videos for outreach purposes".

When engaging in outreach activities, data subjects can, by ticking a box on the registration page of the Council's website, give their consent for their data to be processed to:

- occasionally asking for feedback about our products and services and use this to improve our offering;
- proposing other products or services and/or provide information that may be of interest to the data subject.

For each specific type of outreach activity, the purpose for processing the data is the following:

Council events – on site and virtual

Personal data is collected for the purpose of organising the event. In the case of an on-site event, data is collected to enable the participants and speakers to be accredited in order to access Council premises.

Group information visits

Any person in charge of a group who wishes to organise an information visit to the Council enters his/her personal data in a registration form available on the Council's website.

Personal data is collected for visitor management and organisational purposes and to enable visitors to gain access to the Council's buildings.

Data such as the composition of the group is also used by the processing department and the speaker to adapt the programme for the visit.

The person in charge of the group may provide additional information to facilitate the security check and movements within the buildings.

After the visit, the processing department may send a form to the person in charge of the group to obtain feedback from visitors. The so collected feedback doesn't comprise any personal details and will serve to improve the service offered to groups.

Individual visits

Persons who wish to visit the Council enter their personal data in a registration form available on the Council's website.

Personal data is collected to enable visitors to receive badges with which they can gain access

to the Visitors' Centre and to certain parts of the Council's buildings.

During the on-line pre-registration process, the visitor may provide additional information to facilitate the security check and movements within the buildings.

Virtual information sessions

Any person in charge of a group who wishes to organise a virtual information session enters their personal data in a registration form available on the Council's website.

Personal data is collected for participant management and organisational purposes.

Data such as the composition of the group is also used by the processing department and the speaker to adapt the program for the virtual information session.

The person in charge of the group may provide additional information to facilitate the information session.

After the virtual information session, the processing department may send a form to the person in charge of the group to obtain feedback from participants. The data is anonymised and will serve to improve the service offered to groups.

Data such as age bracket, nationality and country of residence will be used for statistical purposes and to better adapt the content of the Visitors' Centre to the visitors' profiles.

The Council is not involved in the collection, treatment and storage of the personal data that participants of virtual information sessions might have to submit in order to log on to the virtual conferencing platform that is being used for the purpose of the virtual information session.

Ongoing contact with external audiences

When engaging in outreach activities, data subjects can, by ticking a box on the registration page of the Council's website, give their consent for their data to be processed to:

- occasionally asking for feedback about our products and services and use this to improve our offering;
- proposing other products or services and/or provide information that may be of interest to the data subject.

Volunteers for the open day

Officials and other GSC staff members taking part in Council open days enter their personal data in a registration form.

This enables the processing department to draw up a list of volunteers and allocate the tasks to be carried out before and during the open day.

Speakers/guides for group information visits and virtual information sessions

The processing department contacts officials and other GSC staff members directly to ask if they wish to give presentations – on site or virtual – and/or offer guided visits to groups of visitors. The processing department draws up a list of speakers/guides in the visitor management tool.

This enables the processing department to contact the speakers/guides directly if their professional and language profile corresponds to a group's requirements, which is essential for the success of an outreach activity.

Participants in the "EU Back to School"/"EU Back to University" initiatives – on site and virtual

Officials and other GSC staff members taking part in the Council's "EU Back to School"/"EU Back to University" initiatives enter their personal data in a registration form along with the data of the contact person in the educational establishment.

This enables the processing department to provide participants with the information needed for the activity to run smoothly, such as a PowerPoint presentation, information brochures or promotional articles.

5. What is the legal basis for the handling of your personal data?

The legal basis for handling personal data is:

- **Public interest:**
For external participants in outreach activities – on site and virtual – the handling of personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the GSC. "Public interest" includes the processing operations needed for the management and functioning of the European institutions (Article 5(1)(a) of Regulation (EU) 2018/1725).
- **Consent:**
Personal data enabling the processing department to keep in contact with external audiences and the data of GSC staff taking part in outreach activities is collected on the basis of consent (Article 5(1)(d) of Regulation (EU) 2018/1725).

6. If the legal basis is consent, you can withdraw it by

Consent can be withdrawn at any time by notifying the processing department directly by e-mail: outreach@consilium.europa.eu.

Furthermore, data subjects who no longer wish to be contacted by the processing department

can unsubscribe from the mailing list at any time via a link provided in the footer any communication. Data will then be removed or anonymised; data such as nationality, profession and age and data relating to interests and needs will be kept for statistical purposes.

7. If the legal basis is a contract, are you obliged to provide us with your personal data and what are the consequences of not doing so?

Not applicable

8. If we did not receive the personal data directly from you for this purpose, how did we obtain it?

Council events - on site and virtual

Where a Council event is organised in collaboration with an external partner, it is the latter which collects the data subjects' personal data and forwards it to the processing department.

Group information visits and virtual information sessions

The data is communicated through the intermediary of the person in charge of the group.

Individual visits

In case a person registers for several visitors, data is communicated through the intermediary of the requester.

Participants in the "EU Back to School"/"EU Back to University" initiatives – on site and virtual

The officials and other GSC staff members communicate the data of the contact person in the educational establishment to the processing department.

9. Who will have access to your personal data?

The personal data is communicated to the processing department.

As regards photos and videos, the members of the processing department have access to the data, as described in record **300R01** "Processing of images and videos for outreach purposes". Depending on how the photograph/video is used, data may be shared with other relevant GSC departments:

- the Digital Communication Unit
- the Media Operations Unit
- the Graphics and Publications Unit

Council events – on site and virtual

The personal data is communicated to the person(s) responsible for organising the event and to the department responsible for accrediting the data subjects.

Group information visits and virtual information sessions

The personal data is communicated to the GSC staff responsible for the programme and content of the virtual activity.

Ongoing contact with external audiences

The data is communicated to the person(s) in charge of keeping in contact with external audiences.

Volunteers for the open day

The surname and first name are communicated to the officials and other GSC staff members also taking part in the open day.

Speakers/guides for group information visits and virtual information sessions

The following data is communicated to the person(s) in charge of the group when sending out the programme for the outreach activity: surname, first name, position in the GSC.

Participants in the "EU Back to School"/"EU Back to University" initiatives – on site and virtual

The data of the contact person in the educational institution is communicated to the GSC documentation department for the purpose of sending out information brochures or promotional material.

10. Will your personal data be transferred to a third country or an international organisation? If so, what safeguards are in place, if any?

For virtual outreach activities, although the GSC has configured its Zoom account to restrict the routing of Zoom meetings to data centres located in the EU, under its terms of use Zoom may transfer data to or store data in the United States or other countries around the world.

Further information on the transfers and related safeguards is outlined in

Record **319R01** "Use of the Zoom videoconference platform for press and outreach activities at the Council of the European Union" provides further information on the transfers and related safeguards.

11. For how long will we keep your personal data?

In cases where the data, such as photos or videos, is used by other GSC departments, those departments (see point 9) are then bound by the retention periods which have been established for their respective processing activities.

Council events – on site and virtual

The personal data of persons taking part in a Council event is kept for a period of one year from the date of the event. On expiry of this period, it is rendered anonymous and only data such as the nationality, age and occupation of the event participants is retained for statistical purposes.

The personal data (surname, first name, telephone number and/or e-mail address) of the speaker of the event is retained for a period of five years. This is to ensure a continued and high-quality working relationship in case that the processing department wishes to invite the speaker for further outreach activities.

Group information visits / individual visits / virtual information sessions

Participants' data is retained for a period of three months after the date of the group information visits / individual visits / virtual information session. On expiry of this period, it is anonymised and only data such as the nationality, age and occupation of the participants is retained for statistical purposes and to serve as a basis for adapting the activities offered by the Outreach Unit.

In case of a group information visit/ virtual information session, the personal data (surname, first name, telephone number and/or e-mail address) of the person in charge of the group is retained for a period of five years, to ensure a continued and high-quality working relationship in the event that the person in charge of the group wishes to register for further outreach activities.

Ongoing contact with external audiences

Data subjects who no longer wish to be contacted by the processing department can unsubscribe from the mailing list at any time. Data will then be removed or anonymised; data such as nationality, profession and age and data relating to interests and needs will be kept for statistical purposes.

Volunteers for the open day

The data which participants provide via the registration form is kept within the processing

department for a period of five years from the date of the open day in which the data subject took part. This enables the processing department to contact volunteers from previous years directly to ask them to take part in a subsequent open day. This is essential, as the event's success is directly linked to the number of volunteers who take part.

Speakers/guides for group information visits and virtual information sessions

The data is kept by the processing department for as long as the data subjects continue to perform the role of speaker/guide. This enables the processing department to contact speakers/guides directly if their professional profile corresponds to a group's requirements, which is essential for the success of an information visit. Once a year, the data of speakers/guides who have left the GSC or who no longer wish to act as speakers/guides is anonymised.

Participants in the "EU Back to School"/"EU Back to University" initiatives – on site and virtual

The data which GSC staff provide via the registration form is kept by the processing department for a maximum period of two years from the date of the event, enabling year-on-year comparisons to be made. This is crucial in order to boost the success of the initiative. Personal data received in the course of collecting feedback is immediately anonymised, while data such as the nationality and age of the pupils/students is retained for statistical purposes.

12. Does the handling of your personal data involve automated decision-making, including profiling? What are the consequences for you?

Not applicable

13. What are your rights² and how can you exercise them?

You have the right of information and the right of access to your personal data.

You also have the right to correct and complete your data.

Under certain circumstances, you may have the right to obtain the erasure of your personal data, or the right to object to the handling of your personal data or to ask for it to be restricted.

You can exercise these rights by sending an e-mail to the person responsible for the handling of your personal data (see point 1), with a copy to the Data Protection Officer

² Articles 17 to 22 of Regulation (EU) 2018/1725.

(point 2).

With your request, you must provide a copy of an identification document to confirm your identity (ID card or passport). This document should contain an identification number, country of issue, period of validity, your name, address and date of birth. Any other data contained in the copy of the identification document such as photo or any personal characteristics may be blacked out.

(Not applicable to GSC staff)

14. You have the right to lodge a complaint with the European Data Protection Supervisor
edps@edps.europa.eu

Before you do so, it is recommended that you first try to obtain a remedy by contacting the person responsible for the handling of your personal data at the GSC (see point 1) and/or the Data Protection Officer (point 2).
