

Privacy statement

Processing of personal data on the occasion of EASA meetings and events

Personal data will be processed in accordance with 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.

Purpose:

The purpose of the personal data processing is the organisation and management of EASA meetings and events, including the management of contact lists, invitations and participants as well as creating statistical data for internal reporting and formal deliverables.

Personal data collected and further processed:

- Identification data necessary for the organisation and management of the meeting or event, such as the name, profession, organisation, country, title, contact details, including the postal address, e-mail and phone number, CV, photo, of participants and speakers. For most of the meetings and events organised by EASA, the attendance list with the names and affiliation details may be distributed to all participants.
- In case it will be necessary for the organisation of the travelling arrangement and/or for requests of visa, EASA might also request details concerning the passport number and a copy of the passport.
- EASA may organize photo shoots, live web streaming and video or audio recording and spread information including photos on the EASA website and /or by means of EASA's corporate social media accounts such as Twitter or Facebook. EASA will as possible arrange for an opt-out facility for meeting participants who prefer not be visible/shown;
- EASA may publish on its website data like: pictures, professional background and contact details of the speakers at conferences or events that it organises. The data subject has the possibility to opt out by contacting the meeting organiser;
- In addition, EASA may publish the presentations given during a certain conference on the website of EASA. EASA will as possible arrange for an opt-out facility for speakers who prefer their images are not recorded and/or who prefer their presentation is not published. Speakers can contact the event organiser who will accommodate their needs;
- Information about the arrangements for travelling & accommodation and banking information, in order to reimburse travel expenses or to pay allowances.

Data controller:

European Union Aviation Safety Agency, Konrad-Adenauer-Ufer 3, 50668 Cologne, Germany.

Recipients of personal data:

EASA staff working within the Directorate or Department of EASA in charge of the organisation of the relevant meeting or event, EASA's contractors, EASA's travelling agency as concerns information on travelling arrangements and accommodation, without prejudice to a possible

transfer to bodies in charge of a monitoring, auditing or inspection function in accordance with European Union legislation.

Attendance lists, presentations and pictures as well as any web streaming and/or audio/video recording may be made available on the website of EASA and/or on social media and may be also distributed to all participants.

In the case of EASA events organised outside the EU in the framework of International Cooperation programmes, personal data may be transferred to directly involved National Authorities and International Organisations in order to support the organisation of the activity.

Data retention:

Collected personal data are recorded and stored as long as follow-up actions are needed in the context of the meeting or event concerned. For the purpose of contacting audiences in the future in the context of EASA's activities, EASA may retain personal data in a database, specifically designed for this purpose. If you do not agree with this, please contact the Controller by using the Contact Information in the registration tool or in the invitation letter.

Contact & exercise of rights:

Should you require further information concerning the processing of your personal data or exercise your rights (e.g. access or rectify any inaccurate or incomplete data), please use the Contact Information mentioned in the registration tool or in the invitation letter to the meeting or event concerned.

Recourse:

Data subjects have at any time the right to make a complaint regarding the processing of their personal data to [the European Data Protection Supervisor](#).