



PRIVACY POLICY

for the processing operation of personal data by S2R JU

Event registration and organisation (PO-3-01)

1. INTRODUCTION

This Privacy policy describes the measures taken to protect your personal data with regard to the data processing operations in the context of the organisation of events. Furthermore, it describes the rights you have as a data subject and how you can exercise these rights.

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 (hereinafter "the Regulation") applies to the processing of personal data carried out by the Shift2Rail Joint Undertaking ("S2R JU").

S2R JU protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data.

2. CONTROLLER OF THE PROCESSING OPERATION

Shift2Rail Joint Undertaking
 Legal representative: Mr Carlo M. Borghini, Executive Director
 White Atrium building – 2nd floor
 56-60 Avenue de la Toison d'Or
 1060 St Gilles
 Bruxelles
www.shift2rail.org

For events organised in the European Commission (EC) premises, the EC is joint controller for the process of authorisation to enter their buildings for security purposes.

3. PURPOSE AND DESCRIPTION OF THE PROCESSING

Collecting personal data as a part of the registration process for Shift2Rail events, processing for organisation of event (participants list, name tags, access control, etc.), online registration of participants as well as communication with event participants before and after the end of events and sharing data for networking.

Personal data is processed for the sole purposes of register interested persons and the management of meetings, provide access to the S2R JU event venues, maintain participant's lists as well as allowing possible event follow-up actions including feedback collection, specific communication activities and sharing of presentations.

<p>4. DATA SUBJECTS</p> <p>Data from registrants or attendees to Shift2Rail events.</p>
<p>5. CATEGORIES OF PERSONAL DATA COLLECTED AND USED FOR THE PROCESSING OPERATIONS, INCLUDING SPECIAL CATEGORIES OF DATA</p> <ul style="list-style-type: none"> - Mandatory data: title, first name, last name, e-mail address, phone number, organization’s name or type, job’s title, country, specific disability requirements (on a “yes” or “no” basis only); - Optional data: Dietary requirements (on a “yes” or “no” basis only); details on the nature of the special arrangements needed in case of disability; - Photos, videos and web streaming (only for certain events) - where event participants appear - taken by S2R JU staff or by others on behalf of S2R JU staff, based on participants’ consent. - Sound recordings under certain provisions. <p>Special categories of data: S2R JU might be able to deduce sensitive data from the dietary requirements information received, such as religious beliefs or racial origin</p>
<p>6. RECIPIENTS OF THE DATA</p> <p>Under regular circumstances, recipients of the data are:</p> <ul style="list-style-type: none"> - Shift2Rail staff - Communication external service providers, 20 Seconds to Midnight and Ecorys, and their subcontractors; - Participants in the event (limited to contact details, if participants have consented) - The general public for photos and videos posted on S2R JU website and S2R JU social media. - Security Service of the White Atrium building <p>The S2R JU does not undertake any regular or routine transfers. In very specific cases, data may be disclosed to the security services of other European Institutions or to security, judicial, or law enforcement authorities of EU member states, only for the purpose of ongoing inquiries or to investigate or prosecute criminal offences. Such transfers shall only be carried out on explicit request and be recorded.</p>
<p>7. TRANSFER TO A THIRD COUNTRY OR AN INTERNATIONAL ORGANISATION</p> <p>S2R JU does not intend to transfer the personal data to third countries or to international organisations.</p>
<p>8. RIGHTS OF DATA SUBJECTS</p> <p>Data subjects have the right to access their personal data and the right to rectify any inaccurate or incomplete personal data, as well as to request the erasure of their personal data, restriction of processing and the right to data portability.</p> <p>Without undue delay and in any case within one month of receipt of the request, S2R JU will provide information on action taken on the data subject’s request to exercise her/his rights. In case of complex or voluminous requests, this period may be extended by another two months, in which case S2R JU will inform the data subject.</p>

In case data subjects wish to exercise their rights, they should send an email to S2R JU, using the following functional mailbox: Data-Protection@s2r.europa.eu

Restrictions to the exercise of the data subject's rights may apply, in particular in the context of Article 112 of the Financial Regulation.

9. TIME LIMIT FOR STORING DATA

On a regular basis, the maximum retention period is 5 years after the closure of the event. In any case, personal data will not be kept for longer than necessary, for the purpose for which they were collected or further processed.

- Contact details to register in events: deleted after the event follow-up, unless the participant has given their consent that they may be used by the S2R JU to invite them to future similar events
- Photos and videos: archived after 5 years (not available any more online)
- Dietarian preferences: deleted after the event follow-up
- Information needed to access EC premises, if applicable: the S2R JU will delete these data at the latest ten working days after the event. The EC can keep the data longer, according to the rules described in their data protection notice. Please check relevant info in the EC data protection notice.

10. LEGAL BASIS FOR THE PROCESSING OPERATION

Processing of personal data is necessary for the performance of a task carried out in the public interest and the data subject has given consent to the processing of his or her personal data for one or more specific purposes (articles 5 (a) and (d) of Regulation 2018/1725).

S2R's public interest tasks with relevance for the data processing are set out in:

- article 2 c) n) and o) of the Statutes annexed to Council Regulation (EU) No 642/2014 of 16 June 2014 establishing the Shift2Rail Joint Undertaking,
- S2R JU Communication Strategy 2017-2019 : <https://shift2rail.org/about-shift2rail/reference-documents/>

Derogation to process special categories of data: processing relates to personal data which are manifestly made public by the data subject (art. 10 §2(e) Regulation 2018/1725)

11. CONTACT DATA PROTECTION OFFICER

In case you have any questions or queries concerning data protection at the Shift2Rail Joint Undertaking, you can also contact the Data Protection Officer at Data-Protection@s2r.europa.eu .

12. COMPLAINT TO THE EUROPEAN DATA PROTECTION SUPERVISOR

As a data subject you have the right to lodge a complaint at any time with the European Data Protection Supervisor at edps@edps.europa.eu.

13. ADDITIONAL INFORMATION

More information on Data Protection at the Shift2Rail Joint Undertaking can be obtained in the [Data Protection Register](#) and in the [Privacy Notices](#) published in the S2R JU web site.