

Privacy Statement

This Privacy Statement covers actions carried out by Unit E.2 "Denmark, Estonia, Latvia, Lithuania, Finland, Sweden; ENRD", Unit B.2 "Research and Innovation" and the unit C.4 "Monitoring and Evaluation", Directorate General for Agriculture and Rural Development of the European Commission, in the framework of;

the Regulation (EU) No 1305/2013 of the European Parliament and of the Council of 17 December 2013 on support for rural development by the European Agricultural Fund for Rural Development (EAFRD) and repealing Council Regulation (EC) No 1698/2005 (1), and in particular Articles 52(4) and 53(4) thereof

And;

the Commission Implementing Decision (2014-825 EU) of 20 November 2014, setting up the organisational structure and operation for the European network for rural development and for the European Innovation Partnership network and repealing Decision 2008/168/EC (2014/825/EU).

Activities involving the processing of personal data include meetings, seminars, conferences, working groups, visits, participation in fairs and open days, production and dissemination of documents, publications and development of tools on the ENRD and EIP-AGRI networks' websites and respective annual work plans.

1. In which context is personal information collected?

In order to reach their objectives both networks have several tools at their disposal in serving their respective stakeholders. Different meetings/seminars/conferences/working groups are organised; documents are produced and disseminated, some specific publications are produced and distributed; dedicated websites (<http://enrd.ec.europa.eu> and <http://ec.europa.eu/eip/agriculture/>) provide static information and develop dynamic tools.

In this framework, the collection of personal data of stakeholders and participants in the networks' activities is necessary to efficiently implement the set objectives.

The following tools can be used to collect these data:

- E-mail or online invitations to activities organised under the framework of the Commission Implementing Decision 2014-825-EU, seminars, working group meetings and other events,
- Registration to the above mentioned activities via a dedicated website, e-mail or other means,
- Subscription for publications on the ENRD and EIP-AGRI networks' websites via online forms or e-mail,
- Various surveys/feedback forms/attendance lists distributed during the events/meetings,
- Questionnaires sent electronically to various stakeholder groups,
- Online members-only web forums,
- Email addresses and messages sent to ENRD Contact Point (info@enrd.eu), EIP Service Point (servicepoint@eip-agri.eu) and ENRD Evaluation Helpdesk (info@ruralevaluation.eu) recording incoming requests for internal monitoring purposes only.

Personal data is collected and further processed for the purposes detailed hereafter under point 2.

Processing of your personal data carried out in the context of these actions falls under the responsibility of: the Head of Unit E.2 Denmark, Estonia, Latvia, Lithuania, Finland, Sweden; ENRD, Head of Unit B.2 Research and Innovation and the Head of Unit C.4 Monitoring and Evaluation, Directorate General for Agriculture and Rural Development of the European Commission.

As these Commission units and their related support units collect and further process personal data, Regulation (EC) 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, is applicable.

2. What personal information do we collect, for what purposes and through which technical means?

Identification data

The personal data collected and further processed by the above-mentioned Commission units and their related support units are :

- Identification data on gender (necessary for determining the right title), name, surname, profession, postal & email addresses, phone and fax numbers,
- When necessary: identity card or passport number and date of birth (for access control purposes by security services within the Commission's premises),
- If applicable: photographs/videos of participants, members and organisers, which might be published in the context of the meeting and in the framework of the European Commission,

- Financial identification information related to the national organisations/institutes/organisations, for the purpose of reimbursement of travel expenses/allowances together with supporting documents (tickets etc.).

Purpose

The purposes of the processing of personal data are the following:

- Management of events and meetings – including the following personal data processing operations: contact list management, invitations, production and distribution of reports, follow-up actions,
- Facilitation of networking and co-operation activities – including the following personal data processing operation: contact information sharing and exchange via good practices fiches, co-operation projects fiches, partner search tools, and info line requests,
- Photos, presentations, live web streaming and/or audio and video recording or speakers and participants,
- Dissemination of paper and electronic publications – including the following personal data processing operation: mailing list management,
- Production and dissemination of working documents, guidance documents and information papers – including the following personal data processing operations: mailing and contact list management,
- Development and management of web tools, exchange forums and databases – including the following personal data processing operation: contact list management,
- If you do not wish for these data *to be published*, please either use the opt-out function on the event registration form, or inform the Controller using the contact details mentioned under **Point 7**, explicitly specifying your request.

The processing of personal data linked to the organisation and management of these *activities* are necessary for the management and functioning of the Commission, as mandated by the Treaties, and more specifically articles 5 of TEU, Article 13 TEU and Articles 244-250 TFEU (and in accordance with Article 1 and Article 11 of TEU).

Technical information

In order to work properly, the website will sometimes place small data files (cookies) on the user's device.

Please see http://ec.europa.eu/cookies/index_en.htm for further details.

3. Who has access to your information and to whom is it disclosed?

- **Web:** In some cases, personal data (such as name, surname, profession, physical and email addresses, phone and fax numbers, name of organisation, including, if applicable, photographs/videos) will be published on the internet. If you do not wish for these data *to be published on the web*, please either use the opt-out function available on the website or the event registration form, or inform the Controller

using the contact details mentioned under **Point 7**, explicitly specifying your request,

- For participants that choose to opt-out from publication, and depending on available resources, participants might be able to follow meeting and debates by means of either live streaming (sound only) or web streaming displayed on a screen in a separate room or from their home-office. In case of unavailable technical or space related resources, another representative that would not choose to opt-out could be nominated to participate. As a last option, all documents related to the event will be published online and made available for all after the meeting,
- **Personal data in electronic form:** Access to your personal data, as well as any other information collected in the framework of these actions, is exclusively provided through an identification system with password to a restricted number of users, without prejudice of a possible future transmission of these data to the bodies charged with the control and inspection of the Commission's activities in conformity with Community law. These users are the services of DG Agriculture and Rural Development, the Publications Office, as well as officially contracted external service providers for the ENRD Contact Point, EIP-AGRI Service Point and the ENRD Evaluation Helpdesk. Upon justified request from the competent authorities, personal information might be made available to the relevant national/regional authorities or the established structure in your country in charge of the operation of the rural network with the scope of facilitating contacts in the framework of national/regional-level ENRD and EIP networking activities.
- **Personal data kept in paper files:** In the context of event and meeting organisation, in order to facilitate contacts and to keep operational the network of the persons involved in the European Network for Rural Development or the European Innovation Partnership Network, a list mentioning the essential coordinates of participants/members or their organisations is shared among attendees/members of these events and meetings only,
- **Signature of an attendance list** is obligatory for all participants of all meetings organised by the entities concerned. Participants that did not register on beforehand will be required to submit their data during the meeting.

Reports of this kind of events/meetings/groups are Commission documents; they underlie Regulation (EC) 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.

With the exception of public domain data, no personal data is transmitted to parties which are outside the recipients and the legal framework mentioned. The data is solely collected and further processed for the specific purposes laid down in this privacy statement and will not be used for any other purpose. **The data will not be shared with third parties for direct marketing.**

4. How do we protect and safeguard your information?

The collected personal data and all information related to the above mentioned actions are stored on the servers of DG Agriculture and Rural Development, of the Publications Office (for mailing lists only), as well as (if applicable) on the servers of the contractors (service providers for ENRD Contact Point, EIP-AGRI Service Point and ENRD Evaluation Helpdesk) acting under the responsibility of the Head of Unit E.2 – Denmark, Estonia, Latvia, Lithuania, Finland, Sweden; ENRD, the Head of Unit B.2 - Research and Innovation and the Head of Unit C.4 – Monitoring and Evaluation - Directorate General for Agriculture and Rural Development of the European Commission.

These operations are carried out in the framework of the Commission's security decisions and provisions established by the Directorate of Security for this kind of servers and services.

The collected data and all information related to the above mentioned activities is stored electronically by the external contractors, acting as processor, who has to guarantee the data protection and confidentiality required by the Regulation (EC) 45/2001.

Access to all collected personal data and all information related to the above mentioned actions is only possible to the above described populations with a User ID/Password. Only some essential coordinates necessary to reach the objectives of the action will be communicated to participants, subscribers to publications or other people inserted in tools developed on the websites, and clearly identified interested actors in the field of cooperation, for the sole purposes of facilitation and promotion of this cooperation.

5. How can you verify, modify or delete your information?

You have the right to object to the publication of your personal data, or to ask for removal from the public site at any time.

In case you want to verify *which personal data is stored on your behalf* by the responsible Controller, have it modified, corrected, or deleted, please write an e-mail message to the address mentioned hereafter under **Point 7** "Contact Information", and explicitly specify your request.

Special attention is drawn to the consequences of a 'delete request', in which case any trace to be able to contact you will be lost.

6. How long do we keep your data?

Your personal data is kept as long as follow-up actions related to the above mentioned actions are necessary, with the purpose of the processing of personal data for these actions as well as for their related management.

All personal data will be deleted from our databases five years after the last action of the above mentioned activities. Reports containing personal data will be archived in conformity with the existing legal framework.

Persons subscribing to publications can do so either via e-mail as indicated on the website, or (when possible) by subscribing online. Subscribers can update their data or unsubscribe either by e-mail, or do so directly online.

7. Contact Information – data Controller

In case you have questions related to the collection and processing of your personal data, the general rules for processing of personal information in the context of the ENRD or the EIP-AGRI network activity, or on your rights have it modified, corrected or deleted, please contact the Controllers, using the following contact information:

For aspects related to the European Network for Rural Development (ENRD) and the ENRD Contact Point:

Head of Unit E.2

Denmark, Estonia, Latvia, Lithuania, Finland, Sweden; ENRD

DG Agriculture and Rural Development
B-1049 Brussels, Belgium

E-mail: agri-enrd-dataprotection@ec.europa.eu

For the aspects related to the European Innovation Partnership network (EIP-AGRI network) and the EIP-AGRI Service Point

Head of Unit B.2

Research and innovation

DG Agriculture and Rural Development
B-1049 Brussels, Belgium

E-mail: AGRI-EIP@ec.europa.eu

For aspect related to evaluation of Rural Development Programmes under the ENRD and the ENRD Evaluation Helpdesk:

Head of Unit C.4

Monitoring and Evaluation

DG Agriculture and Rural Development
B-1049 Brussels, Belgium

E-mail: agri-evaluation@ec.europa.eu

8. Recourse

Complaints, in case of conflict, can be addressed to the [European Data Protection Supervisor](#).