



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR AGRICULTURE AND RURAL
DEVELOPMENT

Directorate D CAP Strategic Plans II
Unit D1 Rural Areas and networks

PROTECTION OF YOUR PERSONAL DATA

Processing operation: Targeted consultation activities undertaken in the context of the organisation and management of the EU CAP Network Governance Meetings (*Assembly, Subgroup on CAP Strategic Plans, Subgroup on Leader, Subgroup on Innovation and Knowledge Exchange and the Steering Group*)

Controller: European Commission, DG Agriculture and Rural Development, Unit D.1 Rural Areas & Network, hereafter AGRI D1

Record reference: *DPR-EC-01011*

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1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to the processing of personal data linked to targeted consultation activities in the context of the organisation and management of Governance Meetings of the EU CAP Network (*Assembly, Subgroup on CAP Strategic Plans, Subgroup on Leader, Subgroup on Innovation and Knowledge Exchange and the Steering group*) organised by AGRI D.1 assisted by its contractors RURANET and Community for Europe is presented below.

2. Why and how do we process your personal data?

Purpose of the processing operation:

The European Commission collects and uses your personal information only within the framework of targeted consultation related to the organisation and management of Governance Meetings of the EU CAP Network (ex.: Assembly, Subgroup on CAP Strategic Plans, Subgroup on Leader, Subgroup on Innovation and Knowledge Exchange and the Steering group).

More specifically, this concerns the following processing activities:

- communication activities such as sending e-mails and invitations (this entails the management of contact lists for correspondence);
- exchange of meeting documents (notably through information sharing and circulation of documents via e-mail, the Advanced Gateway to EU Meetings (AGM) online system for meeting organisation (see Record of processing DPR-EC-01141 - Information system supporting the organisation of meetings (former notification DPO-3911)) or CIRCABC (see Record of Processing [DPR-EC-01666 - CIRCA and CIRCABC – Global User Directory](#) (former notification [DPO-1008](#))))

and sharing of information with other Commission services to follow-up on the expert group meeting concerned;

- organisational and administrative activities to ensure the participants' access to Commission premises (see Record of Processing DPR-EC-00655 (Commission Physical Access Control System (PACS)));
- reimbursement of travel, subsistence costs or payment of special allowances in the sense of Article 21 of Commission decision C(2016) 3301 (see Record of Processing DPR-EC-00301 - Legal Entities and Bank Accounts (former notifications DPO-372 and DPO-300));
- audio-visual recording of the meetings for the purpose of drafting minutes (see Record of Processing DPR-EC-03266 (Audio-visual recording of meetings));
- publication of minutes of meetings, including list of participants. The minutes and the list of participants include the names of individuals appointed as members either in a personal capacity who are due to act independently and in the public interest, or to represent a common interest shared by stakeholders in a particular policy area. The minutes may also include the positions of these individuals as expressed at the meeting. In the case of organisations, Member States' authorities and other public entities, the names of their representatives may only be included in the minutes and published in the Register of expert groups subject to their prior freely given, specific, informed and unambiguous consent, in compliance with Article 3(15) and Article 7 of Regulation (EU) 2018/1725.

As a representative of a Member State (Managing Authority, Advisory Body, Research Body, National Rural Network) NGO, EU institution, other member organisation appointed as member of one of the Governance Bodies you are being contacted by AGRI D.1 since we have concluded that your views are relevant and necessary to inform the specific initiative, policy or intervention concerned by the targeted consultation.

Once your entity decides you will represent it, you (or someone on your behalf) should respond to the invitation and provide the necessary personal data. By providing this data, you are consenting to its processing as explained in this privacy statement.

It is possible that personal data of persons other than the designated representative may be used for the purpose of sending the initial invitation if no non-personal contact details are available to the Commission

In the context of the targeted consultation activity, you may be photographed and/or recorded (audio / video). Photographs of individuals will not be used without specific consent, but you may appear in landscape and/or background photographs. Audio and video material is necessary to produce specific

communication material and/or summarise the discussions had at online or in-person meetings. The recording will only be published based on your explicit consent.

For reasons of transparency and openness your views will, in principle, be published on a dedicated website, in aggregated form through minutes and summaries of the outcomes of the activities. The Commission only publishes your identity if you consent to the publication.

In case of virtual meeting or event, the following IT tools may be used:

- Cisco WebEx, covered by Record DPR-EC-5006
- Teams covered by Record DPR-EC-4966 Live web-streaming and audio-visual recording at the meeting of the speakers, organizers and participants, as well as photographs of the speakers and panoramic photographs of participants and organisers will be taken and published in the context of the meeting on a dedicated website.

Participants that do not wish to be part of the above web-streaming and recording/publishing activities have the possibility to object to processing by contacting agri-eucapnetwork@ec.europa.eu

Your personal data will *not* be used for an automated decision-making including profiling.

AGRI D.1 may decide to:

- use images, audio/video recordings;
- require respondents to provide personal data as part of their activities given the subject matter of the consultation;
- use EUSurvey and/or EULogin;
- store personal data in a document management system such as ARES.

The activities of Governance of the EU CAP Network may use the Commission's online questionnaire tool EUSurvey that requires you to login via your 'EU Login' or 'social media account'. 'EU Login' requires certain personal data such as the name, surname and e-mail address of the registrant. For further information, please refer to the privacy statements of 'EU Login' and 'EU Survey' as well as the processing operations 'Identity & Access Management Service (IAMS)' (reference number in the public DPO register: [DPR-EC-03187](#)) and 'EUSurvey' (reference number: [DPR-EC-01488](#)). Should you choose to log in through your social media account, please refer to the pertinent social media platform's privacy statement.

Information relating to your participation is stored in the Commission's document management system (for further information on the Commission's document management system please refer to the processing operation 'Management and (short- and medium-term) preservation of Commission documents', reference number: [DPR-EC-00536](#)).

Your personal data will *not* be used for an automated decision-making including profiling.

3. On what legal ground(s) do we process your personal data

We process your personal data, because:

- (a) processing is necessary for the performance of a task carried out in the public interest;
- (b) processing is based on your consent.

The Union law which is the basis for the processing based on Article 5(1)(a) of Regulation (EU) 2018/1725 is the Treaty of the European Union, and more specifically its Article 11, as well as the Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee Of The Regions - A long-term Vision for the EU's Rural Areas - Towards stronger, connected, resilient and prosperous rural areas by 2040 (COM/2021/345 final).

This legal basis only applies to the initial communication inviting your entity to take part in this initiative, in the few cases in which we would not have been able to send the invitation without processing personal data. No further processing will take place on this basis.

For all other processing of personal data, we rely on your consent. Specifically, as part of your submission as a candidate or a confirmed representative of your entity, you have consented to the processing of your personal data as described in this privacy statement. We may in the future request your separate consent for additional activities.

4. Which personal data do we collect and further process?

In order to carry out this processing operation the following categories of personal data may be processed:

- title,
- name and surname,
- gender,
- date of birth

- job title,
- entity you're representing,
- occupation and role/function at the place of employment,
- country of residence,
- e-mail address of the respondent,
- personal connection to rural areas,
- personal data included in the activity of Governance Meetings of the EU CAP Network, such as your opinions on certain topics,
- photos, audio/video recording.

Furthermore, you may spontaneously provide other, non-requested personal data in the context of your participation to Governance Meetings of the EU CAP Network or your expression of interest to participate.

Please note that AGRI D.1 or its contractors, RURANET or Community of Europe does not request nor expect that data subjects provide any special categories of data under Article 10(1) of Regulation 2018/1725 (that is “personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”) related to themselves or to third persons. Any spontaneous inclusion of these types of personal data is the responsibility of the data subject and by including any of these types of data the data subject is considered to provide his/her explicit consent to the processing, in accordance with Article 10(2)(a) of Regulation 2018/1725.

5. How long do we keep your personal data?

AGRI D.1 only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for a maximum of five years after.

This administrative retention period of five years is based on the retention policy of European Commission documents and files (and the personal data contained in them), governed by the common Commission-level retention list for European Commission files SEC(2022)400. It is a regulatory document in the form of a retention schedule that establishes the retention periods for different types of European Commission files. That list has been notified to the European Data Protection Supervisor.

The administrative retention period is the period during which the Commission departments are required to keep a file depending on its usefulness for administrative purposes and the relevant statutory and legal obligations. This period begins to run from the time when the file is closed.

In accordance with the common Commission-level retention list, after the ‘administrative retention period’, files including (the outcome of) targeted consultations (and the personal data contained in them) can be transferred to the Historical Archives of the European Commission for historical purposes (for the processing operations concerning the Historical Archives, please see record of processing 'Management and long-term preservation of the European Commission's Archives', registered under reference number [DPR-EC-00837](#)).

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the Commission or of its contractor, which will assist the Commission in the activities undertaken as part of the Governance Meetings. All processing operations are carried out pursuant to [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

The Commission’s processor (contractor) is bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission. The processors have to put in place appropriate technical and organisational measures to ensure the level of security, required by the Commission.

7. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is provided to the Commission staff responsible for the management of the Governance Meetings of the EU CAP Network and to its contractors – Ruranet and Community for Europe, and to authorised staff according to the “need to know” principle, in particular to follow-up on the targeted consultation. Such staff abide by statutory, and when required, additional confidentiality agreements.

Certain personal data may be made public on the dedicated EU CAP Network website, namely:

- any personal data you explicitly (and separately from your ‘general’ consent for the purpose of this operation) consented to have published.

Some of your data may also be shared with the Commission’s contractor, where it is necessary for the to carry out their activities in support of our operation.

Please note that pursuant to Article 3(13) of Regulation (EU) 2018/1725 public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients; the processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

It is possible that transfers of personal data outside of the EU or the EEA may occur, if members representing international organisations take part in the Coordination Body. Your specific consent will be necessary for these (limited) transfers of personal data, in accordance with Article 50(1)(a) of Regulation (EU) 2018/1725.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

8. What are your rights and how can you exercise them?

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access your personal data and to rectify them in case your personal data are inaccurate or incomplete. Under certain conditions, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing and the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a), on grounds relating to your particular situation.

Insofar you have consented to the certain processing of your personal data to the Data Controller for the present processing operation, you can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the

European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

In accordance with Article 14(3) of Regulation (EU) 2018/1725, your request as a data subject will be handled within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests. In such case you will be informed of the extension of the time limit, together with the reasons for the delay.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact AGRI D.1 at agri-eucapnetwork@ec.europa.eu .

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: **DPR-EC-01011**.