



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: Language Data Space (LDS) Finnish Country Workshop

Controller: European Commission, Directorate General for Communications Networks, Content and Technology, Directorate G Data, Unit G.3 Accessibility, Multilingualism & Safer Internet, Head of Unit at CNECT-G3@ec.europa.eu.

Processors:

1. Deutsches Forschungszentrum für Künstliche Intelligenz GmbH (DFKI), Trippstadterstrasse 122, 67663 Kaiserslautern, Germany – Project leader.
2. Evaluations and Language Resources Distribution Agency SAS (ELDA), 9 rue des Cordelières, 75013 Paris, France.
3. SIA Tilde Ltd, Vienibas Gatve 75a, 1004 Riga, Latvia
4. University of Helsinki, Department of Digital Humanities, Metsätalo, Unioninkatu 40, Helsinki, Finland – Local workshop organiser.

Record reference: DPR-EC-01063

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1. Introduction

The European Commission (hereafter the “Commission”) is committed to protecting your personal data and to respecting your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council 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.

This privacy statement explains the reason for the processing of your personal data in the context of the **Language Data Space (LDS) Finnish Country Workshop**. It explains the way we collect, handle and ensure the 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 operation carried out by CNECT G.3 is presented below.

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

Purpose of the processing operation:

CNECT G.3 collects and further processes your personal data to provide you with information about the **Language Data Space (LDS) Finnish Country Workshop** (before, during and after) and to process your application for participation in this Workshop. Your data will also be used to carry out reporting on the workshop. Registration to the **Language Data Space (LDS) Finnish Country Workshop** will be carried out through the use of EUSurvey, the European Commission’s multilingual online survey management system ⁽¹⁾.

Audio-visual recordings of speakers, organisers and participants at the **Language Data Space (LDS) Finnish Country Workshop** will be taken and published in the context of the Workshop through the [Language Data Space \(LDS\) official website](#) and [YouTube channel](#). The recording will be translated, when needed, via the EU tool eTranslation⁽²⁾. This will include any question and answer during the sessions or panel discussions. You will be informed either by the Workshop organisers at the beginning of the event or by an alert on your screen (in the case of a virtual event) when the recording is taking place. Only data of speakers will be used for the purpose of dissemination.

Video and audio modes of audience for non-speaker participants will be deactivated. All participants will be able to rename their username and such information will be specified in the event “Practical hints” to guarantee their anonymisation preferences.

⁽¹⁾ More information on how personal data is processed via EU survey is available in the Processing Record [DPR-EC-01488](#) (EUSurvey).

⁽²⁾ More information on how personal data is processed via EU survey is available in the Processing Record [DPR-EC-00600](#) (eTranslation)

The audience or non-speaker participants are not photographed individually or in groups. They may however appear on panoramic photographs of the whole Workshop.

Participants who do not wish to be part of the above recording/publishing activities have the possibility to object to processing by contacting the organisers at events-team@language-data-space.eu.

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

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

The processing operations on personal data, linked to the organisation, management, follow-up and promotion of the Language Data Space (LDS) **Finnish Country Workshop** (audio-visual recording, translation of the recording, and the use of the Microsoft Teams video conferencing services) are necessary for the management and functioning of the Commission, as mandated by the Treaties. Those provisions are in particular Article 11 of the Treaty on European Union and Article 15 of the Treaty on the Functioning of the European Union. Consequently, those processing operations are lawful under **Article 5(1)(a) of Regulation (EU) 2018/1725 (processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body)**.

More specifically, the objective of all processing activities related to Microsoft Teams is to support the management and the functioning of the European Commission, by adjusting the internal mechanisms and management systems to the new technological environment and advancements, by providing EC Staff the necessary means and tools to perform their daily tasks and by organising EC's operations according to the principles of sound financial management. Article 33.1 (a)(b) and (c) of Regulation 2018/1046 that refers to the performance and principles of economy, efficiency and effectiveness is also applicable here. The use of Microsoft Teams conferencing services is also in line with the EC's Digital Strategy 2018 for a modern and digital working environment, including unified communication with advanced video conferencing.

Your consent (Article 5(1)(d) of Regulation (EU) 2018/1725) is required for:

- the processing of your personal data to invite you to future events CNECT G.3 may organise;

Personal data shared with CNECT G.3 for future mailing purposes (e.g., to receive invitations to similar events) are processed in line with the Record of Processing [DPR-EC-03928](#) "Management of subscriptions to receive information".

If you opt-in, you are giving us your explicit consent to process your personal data for this specific purpose. You can give your consent via a clear affirmative act by ticking the box(es) on the online registration form.

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

The following personal data will be processed:

- contact details (first name, last name, country, e-mail address);

- further optional details (name of organisation, sector and area of activity);
- Through the use of web conferencing services: the following categories of personal data of the participants may be collected: Participant identifiers and participants' names list (available to participants only at event duration); Session identifier (determined by the system, only on anonymised reports); Date of session (only on anonymised reports).

5. How long do we keep your personal data?

CNECT G.3 only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing.

For each of the categories of personal data that is processed, please find below the retention details and the reference to the relevant record of processing:

- All personal data related to the organisation and management of the Language Data Space (LDS) **Finnish Country Workshop** (this includes the information given during the registration, before, during or after the event) will be deleted **five years** after the last action in relation to the Language Data Space (LDS) **Finnish Country Workshop**.
- Recordings and translations from the Language Data Space (LDS) **Finnish Country Workshop** will be kept for the duration of the LDS project (max. **4 years** incl. extension) before being deleted.
- When using third party IT services during a virtual conference or event, the Data Processor keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for the duration of the event and for an additional period of up to 4 years in an anonymised format (event identifier, start time and duration).
- Personal data used to enable participants to connect to Microsoft Teams during the Language Data Space (LDS) **Finnish Country Workshop** is kept for the time necessary to fulfil the purpose of collection or further processing, namely for the length of the on-line event.

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 either on the servers of the Commission or of its contractors. 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 European Commission.

The Commission's contractors are bound by a specific contractual clause for any processing operations of your personal data on behalf of 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.

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

Access to your personal data is provided to the Commission and its processors' staff and responsible for carrying out this processing operation and to other authorised Commission staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Where necessary, we may also share your information with service providers for the purposes of organising the Language Data Space (LDS) **Finnish Country Workshop**: Microsoft Oy, Keilalahdentie 2-4. 02150 Espoo, Finland.

Third Party IT Tools during Video Conferencing

Please note that in the case a virtual meeting is organised, a third-party IT service will be used to run the virtual part of the meeting.

When using third party IT services during a virtual conference or event, the Commission keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for the duration of the conference and for an additional period of up to 5 years in an anonymised format (Conference identifier, start time and duration).

The following categories of personal data of the participants are collected:

- Participant identifier (mainly email address, but potentially some other parameters)
- Conference Content (available to participants only at Conference duration)
- Participants' names list (available to participants only at Conference duration)
- Session identifier (determined by the system, only on anonymised reports)
- Date of session (determined by user decision, only on anonymised reports)
- Duration of the session (determined by user decision, only on anonymised reports)

The main recipient of the personal data is the conference's organiser who should identify the external participants. Participants are recipients as well of the contents during the duration of the session. The main organiser can take the decision of a local meeting recording, in such scenario a recording alert is shown to all participants.

Microsoft Teams provides a tool that allows for audience interactive participation during online or live meetings or events. The audience can ask questions, respond to polls, take part in quizzes during a webinar or live event.

For further details on Microsoft Teams data privacy policy, see:

<https://www.microsoft.com/licensing/docs/customeragreement>.

Cookies

Cookies are short text files stored on a user's device (such as a computer, tablet or phone) by a website. Cookies are used for the technical functioning of a website (functional cookies) or for gathering statistics (analytical cookies).

The registration for the Language Data Space (LDS) **Finnish Country Workshop** takes place via a Commission website (<https://ec.europa.eu/eusurvey/>). The cookies employed by the Commission on the registrant's device for that purpose will be covered by the cookie policy of the Commission, which is available here: https://ec.europa.eu/info/cookies_en.

Cookies are stored by Europa Analytics, the corporate service which measures the effectiveness and efficiency of the European Commission's websites on EUROPA. More information is available in the Record of Processing DPR-EC-00685 (Europa Analytics).

Enabling these cookies is not strictly necessary for the website to work but it will provide you with a better browsing experience. You can delete or block these cookies, but if you do that, some features of the meeting/event website may not work as intended.

The cookie-related information is not used to identify data subjects personally and the pattern data is fully under the Commission's control. These cookies are not used for any purpose other than those described here.

Should you wish to opt your personal data out of our anonymised, aggregated statistics, you can do so on our cookies page. In particular, you can control and/or delete those cookies as you wish.

Third party IT tools, including Social Media

We use third party IT tools to inform about and promote the Workshop through widely used communication channels, including social media. For detailed information about the use of social media by the Commission, see the Record of Processing DPR-EC-00073 (Social Media Use by the European Commission).

You can watch our videos, which we upload to our YouTube channel, and follow links from our website or our LinkedIn and Facebook page to the LDS YouTube channel.

In order to protect your privacy, our use of third-party IT tools to connect to those services does not set cookies when our website pages are loaded on your computer (or other devices), nor are you immediately redirected to those social media or other websites. Only in the event that you click on a button or "play" on a video to watch it, a cookie of the social media company concerned will be installed on your device. If you do not click on any social media buttons or videos, no cookies will be installed on your device by third parties.

In order to view such third-party content on our websites, a message will alert you that you need to accept those third parties' specific Terms and Conditions, including their cookie policies, over which the Commission has no control.

We recommend that users read the relevant privacy policies of [YouTube](#) carefully before using them. These explain each company's policy of personal data collection and further processing,

their use of data, users' rights and the ways in which users can protect their privacy when using those services.

The use of a third-party IT tool does not in any way imply that the European Commission endorses them or their privacy policies. In the event that one or more third party IT tools are occasionally unavailable, we accept no responsibility for lack of service due to their downtime.

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. Where applicable, 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) of Regulation (EU) 2018/1725 on grounds relating to your particular situation.

Where you gave your consent, you have the **right to withdraw your consent at any time** by notifying CNECT G.3. The withdrawal of your consent 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.

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 the Data Controller at CNECT-G3@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 European Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.