



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL FOR HEALTH AND FOOD SAFETY

Public Health, Cancer and Health Security  
Health Security

## **PROTECTION OF YOUR PERSONAL DATA**

**Processing operation:** Training activities, simulation exercises and other related activities in the field of health security and serious cross-border threats to health

**Data Controller:** European Commission, DG SANTE, Unit B2

**Record reference:** DPR-EC-35368.1

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## **1. Introduction**

The European 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 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 training activities, simulation exercises and other related activities in the field of health security and serious cross-border threats to health, organised by the European Commission.

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

In accordance with Article 11 of [Regulation \(EU\) 2022/2371](#), the Commission is empowered to organise training activities for healthcare staff, social service staff and public health staff in Member States. Moreover, the Commission has the obligation to test the implementation of the Union prevention, preparedness and response plan (Article 5). Personal data are processed in order to facilitate the organisation and management of in-person or online thematic training workshops, the organisation and management of eLearning modules, the organisation of thematic in-person conferences, and the organisation and management of in-person and online simulation exercises to test the Union prevention and preparedness plan for health crises. For training purposes, the sharing of participants list containing your name, affiliation and professional email address with other participants is necessary. In addition, further information will be given if there are specific purposes for such sharing (e.g. for the purpose of future collaboration).

Moreover, photos and videos may be taken in order to promote the above-mentioned activities.

Additional data (nationality, passport or identity card number and its date of issue and expiry date) may be collected for the purposes of access to the premises where the meeting/event is held and/or for travel arrangements.

Your personal data (name, surname, email addresses, function/role/job title and institution/organisation/employer) are collected (e.g. via EUSurvey, email exchange, etc) by the representatives of EU Member States/EEA countries in the Health Security Committee, other representatives of any relevant national competent authorities, representatives of EU institutions and bodies, and/or other employers. Then, you will send the rest of the necessary data to the external contractor (the data processor).

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 legal basis of the above-mentioned activities is Regulation (EU) 2022/2371 of the European Parliament and the Council on serious cross-border threats to health. This Regulation empowers the Commission to facilitate the testing of the Union prevention, preparedness and response plan for health crises (Article 5(5)), and to organise training of healthcare staff, social care staff and public health staff (Article 11). Consequently, the processing of personal data is necessary for compliance with a legal obligation, and it is therefore lawful under Article 5(1)(b) of Regulation (EU) 2018/1725. Regarding the sharing of the lists of names among the participants, the legal basis is Article 5(1)(a) of Regulation (EU) 2018/1725.

In addition, your consent is required for the following actions during the training activity, simulation exercise or other related activity (if applicable):

- the processing of your personal data stemming from any photographs and/or videos taken;
- the processing of your personal data relating to your dietary requirements and/or access requirements;
- the sharing of the meeting/event attendee list containing your name, affiliation and professional email address among participants, for future collaboration.

If you opt-in, you are giving us your explicit consent under Article 5(1)(d) of Regulation (EU) 2018/1725 to process your personal data for these specific purposes. You can give your consent via a clear affirmative act by ticking the box(es) on the online registration form or when signing the presence list at the event. Your consent for any of these specific purposes can be withdrawn at any time and detailed information on how to withdraw consent can be found below.

<b>4. Which personal data do we collect and further process?</b>
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The following personal data may be processed in the context of the training activities, simulation exercises and other related events:

- Title, First and last name, Function/Role/Job title, Institution/Organisation/Employer
- Professional contact email address, Mobile number and/or telephone number
- Nationality, City and Country of residence
- Country representation
- Valid travel ID or passport details (scanned copies may be required in the event of any travel booked on your behalf, and may be requested by the accommodation provider upon check-in)
- Personal details for the purposes of reimbursement of certain expenses, including: IBAN/Bank Account Number, Beneficiary address, Receipts/Invoices/Booking confirmations
- Feedback on the training activity, simulation exercise or other related activity (aggregated according to role in the exercise) – verbal/written/email/EUSurvey/JotForm

In addition, the following data may also be collected:

- Photographs and/or videos of participants, trainers, observers, speakers, and facilitators including staff of contractors (subject to your prior explicit consent)
- Accessibility requirements (for provision of an adequate venue)
- Dietary requirements (necessary for providing the appropriate catering services)

IP address, location data, data about the web browser, cookies or other tracking technologies are collected automatically while registering to meetings through JotForm, and when using EU Survey/EU Academy/EVA Platform.

<b>5. How long do we keep your personal data?</b>
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The Data Controller 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 may be processed, please find below the retention details and the reference to the relevant record of processing:

- Personal data related to the organisation and management of the meeting or event (this includes the information given during the registration, before, during or after the event)

will be kept for **5 years** after the training activity, simulation exercise and/or other related activity.

- In the case of photographs and/or videos which include the participants, the data will be kept for **5 years**.
- Sensitive personal data relating to dietary and/or access requirements will be deleted as soon as they are no longer necessary for the purpose for which they have been collected in the framework of the meeting or event, but no later than within **1 month** after the end of the meeting or event.
- In case of audio-visual recording of the meeting or event, the recordings will be kept for **3 months** after the meeting or event before being deleted. More information is available in the Record of Processing DPR-EC-01937 (Audio-visual recording of meetings).
- Selected service providers for organisational purposes (such as caterers, travel agents or event management organisations) are contractually bound to process personal data on behalf of and in line with the instructions of the data controller, keep confidential any data they process and protect it from unauthorised access, use and retention.

## **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 European Commission and 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 processors (contractors) are 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 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. In addition, DG SANTE and its external contractors (**ICF S.A.**, Avenue Marnix 17, 1000 Brussels, Belgium and **PwC EU Services EEIG**, Culliganlaan 5, 1831 Diegem, Belgium) participating in the organisation of the training activities, simulation exercises and other related activities, and bodies charged with monitoring or inspection tasks in application of EU law (e.g., internal audits, Court of Auditors, European Anti-fraud Office (OLAF) and the European Ombudsman) may have access to your personal data. The data provided may also be accessed by your country's representative(s) in the Health Security Committee, any relevant national competent authority, representatives of EU institutions and bodies, other employers for the purpose of nominating participants, and the external trainers responsible for organising the training of participants. Moreover, your personal data will not be transferred to non-EU countries or international organisations. The data processor(s) may share limited personal data (such as your name and titles for reservation purposes) with the hotel or travel service provider. These providers are independent data controllers and are required to handle your data in accordance with the applicable data protection laws of their country of establishment.

In addition, other participants participating in the same training activity, simulation exercise or other related activity may have access to your name, affiliation and professional email address for the purposes of the activity in question.

## **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, and the right to data portability.

You also 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.

In case you have consented to provide certain personal data for the present processing operation, you can withdraw your consent at any time by notifying the data controller by email on email address below. 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.

You can withdraw your consent, if obtained by the controller, by sending an email to the controller, using the functional mailbox mentioned below.

## **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 – DG SANTE, Unit B2 ([SANTE-HSC@ec.europa.eu](mailto:SANTE-HSC@ec.europa.eu)).

### **- The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto: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](mailto: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>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-EC-35368.1.