



EUROPEAN COMMISSION

## **PROTECTION OF YOUR PERSONAL DATA**

**Processing operation:** Management of the SoHO (Substances of Human Origin) Coordination Board

**Data Controller:** European Commission, Directorate-General for Health and Food Safe, Unit D2

**Record reference:** DPR-EC-29748

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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 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 a (type of a) meeting or event, organised by the European Commission. It explains 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 operation “Management of the SoHO (Substances of Human Origin) Coordination Board”, is presented below.

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

Purpose of the processing operation: the Commission collects and further processes your personal data to set-up and manage the SoHO Coordination Board (SCB) and its working groups within the framework of Regulation (EU) 2024/1938 of the European Parliament and of the Council of 13 June 2024 on standards of quality and safety for substances of human origin intended for human application and repealing Directives 2002/98/EC and 2004/23/EC SoHO Regulation (hereafter ‘SoHO Regulation’), to organise the meetings of the SCB and its working groups and to process your application for participation in its meetings. The SCB aims at promoting coordination between Member States concerning the implementation of the SoHO Regulation and of the delegated and implementing acts adopted pursuant thereto, and to support them in that coordination, as well as to facilitate cooperation with stakeholders in that regard. In addition, the Commission shall make publicly available on the EU SoHO Platform the membership list indicating the name, the institution of origin and the declaration of interests of each nominated member and alternate. Regarding the observers, their DOIs are collected by Commission but they will not be published on the EU SoHO Platform.

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, for the abovementioned purposes, are based on Article 11 of the Treaty on European Union, Article 15 of the Treaty on the Functioning of the European Union and the Regulation (EU) 2024/1938 of the European Parliament and of the Council of 13 June 2024 on standards of quality and safety for substances of human origin intended for human application and repealing Directives 2002/98/EC and 2004/23/EC (hereafter called the substances of human origin (SoHO) Regulation) and in particular, on the provisions of Article 68.

Consequently, those processing operations are lawful under Articles 5(1)(a) and (b) 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 and for compliance with a legal obligation to which the controller is subject).

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

In order to carry out the processing operations, the following personal data may be collected and processed :

- identification data:
  - name;
  - job title in the organisation;
  - affiliation
  - country representing (in case of members and alternates);
  - role in the SCB and/or in one of its working groups: member/ alternate/ observer/ invited expert;
- contact data (for example e-mail address, telephone number, mobile phone number, fax number, postal address);
- data required to access the premises where the meeting is held (e.g. nationality, passport or identify card number and its data of issue and expiry data);
- financial data (such as a payment card number or bank account) may be collected for the payment of fees of the meeting or for possible reimbursements;
- data collected during meetings held virtually via a webconferencing service: recording of the meeting, information exchanged in the chat function of meetings held virtually, as well as technical and connection data that make it possible to use the webconferencing service;
- data collected during physical meetings: data necessary for establishing the attendance list and the minutes: e.g. name and signature;
- data included in the declarations of interest:
  - employment, consultancy and legal representation;
  - membership of managing body, scientific advisory body or an equivalent structure;
  - research support;
  - financial interests;
  - intellectual property;
  - public statement and positions;
  - interests of immediate family members;
  - other relevant information that could be seen as undermining members' independence.

#### 5. How long do we keep your personal data?

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 meetings or events (this includes the information given during the registration, before, during or after the event) will be kept for **five years** after the meeting or event.
- Personal data shared with the Directorate-General for Human Resources and Security of the European Commission for the participants to gain access to Commission buildings is kept for **6 months** after the termination of the link between the data subject and the

Commission. More information is available in the Record of Processing DPR-EC-00655 (Commission Physical Access Control System (PACS)).

- In case of audio-visual recording of meetings or events, the recordings will be kept for **5 years** after the meeting or event before being deleted.
- Data related to the membership (i.e. the name, the institution of origin and the declaration of interests of each nominated member and alternate) will be kept for fifteen years after the date on which the members and alternates no longer participate in the SCB or in one of its working groups. The data will be published on the EU SoHO Platform for the duration of the participation in the SCB. After that, the data will be kept by the European Commission without making it publicly available.
- Data included in the declarations of interest of observers and invited experts will be kept for fifteen years after the date on which the observers and invited experts no longer participate in the SCB or in one of its working groups. The data will not be published on the EU SoHO Platform but will be kept by the European Commission.

## **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 (*or of its contractors, if contractors are engaged to assist the controller in the organisation and management of a specific meeting or event*). 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.

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 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.

## **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).

If registration for the meeting/event takes place via a Commission website, 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](https://ec.europa.eu/info/cookies_en).

When you visit the website(s) of the meeting/event and when you register, we will indicate in the specific privacy statement how long we will keep the browser history of your visit. This

information will then be deleted. The collection, aggregation and anonymising operations are performed in the data centre of the European Commission under adequate security measures.

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.

## **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.

The European Commission will ensure that the data subjects can exercise their right to object to processing whenever possible by the organisers of the meeting/event (for example, on the spot by indicating a non-web streamed seat if requested; or ex-post, by deleting a specific sequence from the online video/voice recording).

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 secretariat of the SCB (SANTE D2 Unit) at [SANTE-SoHO@ec.europa.eu](mailto:SANTE-SoHO@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-29748.