

Privacy Statement/ Data Protection Notice

For the processing activity: Incubation Forum for Circular Economy in European Defence (IF CEED) activities

This Privacy Statement provides information on the processing and the protection of your personal data and on the rights you have as a data subject.

1. TITLE OF THE PROCESSING ACTIVITY

Incubation Forum for Circular Economy in European Defence (IF CEED) activities

2. CONTROLLER OF THE PROCESSING ACTIVITY

EUROPEAN DEFENCE AGENCY
Industry Strategy & EU Policies (ISP) Unit,
Industry, Synergies and Enablers (ISE)
Directorate
circular.economy@eda.europa.eu

3. PURPOSE OF THE PROCESSING ACTIVITY

EDA has concluded a Contribution Agreement with the European Commission's DG Environment on the Incubation Forum for Circular Economy in European Defence (IF CEED).

In the context of achieving the objectives of IF CEED under the Contribution Agreement, EDA collects and processes personal data of Experts/PoCs to manage their participation and contribution in these activities, to set up an IF CEED network of stakeholders, and to facilitate contacts and exchange of information among these Experts/PoCs.

Processing of personal data includes:

- registration and admission to meetings, accommodation arrangements, reimbursement of expenses, and where applicable recording of image and video.
- collection of input and contributions on IF CEED for the development of studies, policies and guidelines.

4. DATA PROCESSED

(a) Categories of data subjects

IF CEED Experts and PoCs, participating to the Annual General IF CEED Conference, that may originate from:

- EU institutions, agencies and bodies,
- EU MS (either from the MoDs or other public bodies),
- Industry, Research-and-Technology Organisations (RTOs),
- Academia,
- EU-level platforms,
- Other international private and public bodies, or third countries,

- Any other stakeholder having expressed interest in receiving information or taking part in IF CEED-related activities.

(b) Categories of personal data processed:

The categories of personal data processed are the following:

- Title
- Last name, (full)
- First name,
- Email-address,
- Telephone number;
- Organisation;
- Nationality;
- Country of residence;
- Job Title/Department;
- Image, audio or video recording or livestreaming in the context of a meeting/conference (opt-in required as per separate consent).
- Dietary requirements (for in person meetings, opt-in required as per separate consent);
- Accessibility requirements (for in person meetings, opt-in required as per separate consent).

5. RECIPIENTS OF THE DATA

The recipients are:

- EDA staff members responsible for IF CEED activities.
- European Commission staff members that are overseeing the implementation of the IF CEED Contribution Agreement.
- Other Experts/PoCs of the corresponding IF CEED networks, groups and Member States and participants of corresponding meetings.

Certain categories of personal data processed may be disclosed to the venue hosting the IF CEED meetings as necessary for the admission of participants.

In case EDA undertakes to facilitate the accommodation arrangements for registered participants, personal data will be disclosed to the accommodation providers (hotels) as necessary. All EDA contractors are contractually obliged to ensure data protection compliance when processing personal data on behalf of EDA.

The personal data will not be communicated to any other third parties unless necessary for the purpose of processing. In such cases, data subjects will be informed accordingly.

6. MEANS OF PROCESSING AND MEASURES OF SECURITY OF THE DATA

Data are stored in EDA's IT system and the internal IF CEED platform. EDA has implemented appropriate technical and organisational measures (firewalls, checkpoints, antivirus, access control) to ensure a level of security appropriate to the risks represented by the processing and the nature of the personal data to be protected. Such measures have been taken in particular

to prevent any unauthorised disclosure or access, accidental or unlawful destruction or accidental loss, or alteration and to prevent all others unlawful forms of processing.

EDA external contractors are obliged by the respective contracts to adopt appropriate technical and organisational security measures regarding the risks inherent in the processing and the nature of the personal data concerned.

7. RIGHT OF ACCESS TO YOUR PERSONAL DATA AND OTHER RIGHTS OF THE DATA SUBJECT

Data subjects can exercise the rights awarded to them by the Regulation (EU) 2018/1725. Data subjects have the right to request access to their personal data, the right to rectify any inaccurate or incomplete personal data, the right to request the deletion of their personal data, the right to request restriction of the processing of their personal data and the right to object to the processing. Data subjects have the right to withdraw their consent at any time, where processing is based on data subject's consent. Withdrawal of the consent does not affect the processing that took place prior to that.

Data subject requests will be handled within one month of receipt of the request and in accordance with Article 14(3) of the Regulation (EU) 2018/1725. If the data subject has any queries concerning the processing of his/her personal data, s/he may address them to the data controller at: circular.economy@eda.europa.eu, or to the data protection officer at: dataprotection@eda.europa.eu.

Data subject have the right to recourse to the EDPS.

8. RETENTION OF THE DATA

Contact data of IF CEED Experts/PoCs are maintained by EDA during their tenure.

Contact data of Experts/PoCs are reviewed annually and deleted for those who no longer represent a Member State or other entity in the respective groups.

Contact data of IF CEED Experts/PoCs that have expressed their interest to participate to the IF CEED stakeholder network are maintained by EDA until the data subject withdraws its consent. EDA will erase personal data processed for the IF CEED stakeholder network no later than 12 months after IF CEED activities are terminated.

Personal data, other than contact details, are retained for auditing purposes for a period of 5 years after the year of termination of IF CEED activities, in accordance with the Regulation (EU) 2024/2509.

Anonymised statistics may be kept beyond the retention period. This is to inform EDA data on participant numbers and analyse the relative success of each of the events.

9. LEGAL BASIS FOR THE PROCESSING OPERATION

Article 5(1)(a), (b) and (d) of Regulation 2018/1725 and Article 31 of Council Decision (CFSP) 2015/1835 of 12 October 2015 defining the statute, seat and operational rules of the European Defence Agency.

Processing is necessary to perform the tasks carried out by EDA in the public interest. EDA processes personal data of Experts/PoCs contributing to IF CEED activities, taking place within the framework of the tasks carried out by the Agency under Article 5 of the Council Decision (CFSP) 2015/1835 of 12 October 2015 defining the statute, seat and operational rules of the European Defence Agency.

Processing is necessary to comply with the Agency's legal obligations stemming from the Regulation (EU) 2024/2509 (Financial Regulation). This relates to personal data processed for financial and auditing purposes, contained in records and documents relevant to the funding and payments made for IF CEED activities.

Processing of participants' personal data is based on their consent for the participation to the IF CEED network of stakeholders established to facilitate networking opportunities, for image and audio recording during the meeting and conference sessions, and for the disclosure of dietary requirements.

10. CONTACT DPO

In case you have any questions or queries concerning data protection at the European Defence Agency, you can also contact the Data Protection Officer at dataprotection@eda.europa.eu.

11. RECOURSE TO EDPS

As a data subject you have the right to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>) at edps@edps.europa.eu.