

Specific Privacy Notice –Organization of meetings and events

The European Banking Authority (hereinafter referred to as ‘the EBA’ or ‘the Agency’) processes your personal data based on Regulation (EU) 2018/1725¹ of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Union institutions and bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (hereinafter ‘the EUDPR’). We provide you with the information that follows based on Articles 15 and 16 of the EUDPR.

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.

For what purpose do we process your personal data?

The EBA’s Corporate Support Unit has set up online forms on the extranet and intranet (Registration link) where participants to events or meetings are asked to input their personal details. The personal data will be used by EBA staff and staff at the reception at the EBA’s premises to send the invitations to the participants. Personal data may be used in the context of the EMAS environmental project for the carbon footprint calculation and for the statistics of the management report.

Who is the controller and processor?

The controller is the European Banking Authority, represented by the Executive Director. It can be contacted at the following email address: ExecutiveOffice@eba.europa.eu.

The processor is the EBA’s Corporate Support Unit, which may be contacted at the following email address: meetings@eba.europa.eu

What personal data do we process and who can access it?

Personal data we process

For the above mentioned purpose the EBA’s Corporate Support Unit processes the following personal data categories:

- First name
- Last name
- Organisation (national authority)
- Country of departure
- City of departure
- Means of transportation (plane, train, car, other vehicle)
- Email
- Dietary requirements
- Special assistance in case of evacuation

Who can access it?

Data is accessed by the EBA staff, reception staff at the EBA premises from the company 'City one', and the extranet supplier European Dynamics.

Your personal data are stored in an electronic database. Access to the database is restricted to authorised staff members who are dealing with the organisation of the events and the files concerned are password protected. In some cases, external contractors have access to this information but their access and purpose of use are governed by specific contractual clauses to ensure adherence to the data protection regulations.

What is the legal basis for processing your personal data?

Organising various events is necessary for the functioning of the Agency. Therefore, the processing is lawful under Article 5(a) of the Regulation (EU) No 2018/1725.

Where did we get your personal data?

We receive personal data through voluntary information from the event or meeting participants, who inserts their personal data via a link onto an online form on the extranet and intranet.

How long do we keep your personal data?

Your personal data are kept for 2 years. The data will then be deleted immediately after 2 years from the date of the meeting.

What are your rights regarding your personal data?

You have the right of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. Under certain conditions, you have the right to ask that we delete your personal data or restrict its use. You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time. We will consider your request, take a decision and communicate it to you.

You can send your request by post in a sealed envelope or via email (see section on contact details below).

You have the right to lodge a complaint.

If you have any remarks or complaints regarding the way we process your personal data, we invite you to contact the DPO of the EBA (see section on contact details below).

You have, in any case, the right to lodge a complaint with the EDPS as a supervisory authority: https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en.

Contact details for enquiries regarding your personal data

Should you wish to contact the EBA, we encourage you to do so by email: meetings@eba.europa.eu

by stating in the subject “**Data Protection Enquiry**”.

If you wish to contact the DPO of the EBA personally, you can send an e-mail to dpo@eba.europa.eu or a letter to the postal address of the EBA marked for the attention of the DPO of the EBA.

The postal address of the EBA is:

DEFENSE 4 – EUROPLAZA
20 Avenue André Prothin
CS 30154
92927 Paris La Défense CEDEX

You can also find contact information on the EBA’s website: <https://eba.europa.eu/contacts>