

General Data Protection Notice

Management of meetings, conferences and other events

The European Banking Authority (EBA) processes your personal data based on [Regulation \(EU\) 2018/1725](#) (EUDPR).

The following information is provided in accordance with Articles 15 and 16 of the EUDPR.

Who is the controller?

The EBA is the controller with regard to the data processing activities described in this data protection notice. The EBA can be contacted through email using info@eba.europa.eu or in writing using the following address:

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

For more information on the EBA, please consult the EBA website <https://eba.europa.eu>.

Details of any other joint controllers

Where a specific meeting or event is organised jointly with another EU institution, body, office or agency, participants will be informed through a specific data protection notice and event-specific documentation or registration materials.

Details of any data processor

The EBA may use external service providers acting as processors for the organisation and administration of meetings and events, including:

- providers of registration and event management tools;
- providers of virtual meeting and collaboration platforms;
- providers of IT hosting and support services;
- providers of visitor management and reception services;
- travel and logistical support providers where necessary.

Further details on the processors are provided through a specific data protection notice and event-specific documentation or registration materials.

On-line meetings are held on Microsoft Teams, unless otherwise specified in the specific data protection notice. Data protection notice of Microsoft Team is available [here](#).

What personal data do we process, for what purpose, who can access it and how long do we keep them?

The EBA organises and manages a wide range of meetings, events and activities in support of its statutory tasks and operational objectives. These include meetings of the EBA's governance and working structures, such as the Board of Supervisors, the Management Board, Standing Committees, Resolution Committee, Task Forces and Working Groups, as well as workshops, conferences, stakeholder events, training sessions, outreach activities and other online, in-person and hybrid meetings organised by or on behalf of the EBA. The processing of personal data is necessary to organise, administer, facilitate and document these activities and to enable participants to attend and engage in EBA business.

Personal data is collected directly from participants through registration forms available on the EBA website or other EBA platforms, surveys, email correspondence, virtual collaboration tools, or other communication channels used in connection with the organisation and management of meetings and events.

Depending on the nature of the meeting or event, the EBA may process:

- identification and contact details, such as name, professional title, organisation and email address;
- participation and attendance information;
- meeting-related communications and correspondence;
- travel, accommodation and reimbursement information, where applicable;
- dietary requirements and accessibility or special assistance needs, including information required to ensure participants' safety and wellbeing;
- information required for access to EBA premises or other meeting venues;
- information relating to participation in online meetings, such as display names, audio, video and chat contributions;
- photographs, audio recordings, video recordings and transcripts, where applicable.

Photographs may be taken during meetings and events for the EBA's communication, transparency and institutional reporting activities, including publication on the EBA's website, social media channels and other communication materials. Participants will be informed where photography is planned and may request not to be photographed.

For certain meetings, audio or video recordings may be made where justified for documentation, communication, business continuity or future reuse purposes. In some cases, meetings may also be transcribed to support meeting records, knowledge management or future reference. Where recordings or transcripts are planned, participants will be informed in advance through the meeting information, registration materials or, where applicable, an event-specific data protection notice, and by the meeting organiser at the start of the meeting.

Personal data will be processed for the following purposes:

- registering participants and managing attendance;

- sending invitations, agendas and meeting-related communications;
- facilitating participation in online, in-person and hybrid meetings;
- managing access to EBA premises or other event venues;
- arranging travel, accommodation and related logistical support, where applicable;
- processing expense reimbursements, where applicable;
- accommodating dietary requirements, accessibility needs and emergency evacuation assistance requirements;
- preparing attendance lists, participant directories and meeting documentation;
- supporting the preparation of minutes, summaries, action points and other meeting records where required;
- facilitating collaboration and follow-up activities arising from meetings and events;
- preparing management reporting, statistics and environmental reporting, including carbon-footprint calculations related to business travel;
- producing photographs, recordings and transcripts where justified for communication, transparency, documentation, knowledge-management, business continuity or archival purposes; and
- supporting the EBA's public communication, outreach and stakeholder engagement activities.

Personal data may be accessed, on a need-to-know basis, by:

- authorised EBA staff involved in organising, managing or following up meetings and events;
- EBA staff responsible for governance, administration, communications, finance, security, IT support or records management functions, where relevant;
- reception and visitor management personnel where access to premises is required; and
- external contractors and service providers supporting event management, IT systems, virtual meeting platforms, travel arrangements, reception services or other logistical activities on behalf of the EBA.

Access is restricted to authorised persons and subject to appropriate technical and organisational safeguards.

The EBA will keep the personal data for:

- registration, attendance and meeting administration data: 3 years from the date of the meeting or event;
- travel and reimbursement-related information: in accordance with the EBA's financial and records management retention rules;
- photographs and videos: for as long as necessary to fulfil the purpose for which they were collected or up to 10 years.

Why do we process your personal data and under what legal basis?

The processing of your personal data by the EBA is lawful pursuant to Article 5(1)(a) of Regulation (EU) 2018/1725, as it is necessary for the performance of tasks carried out in the public interest

and for the exercise of the official authority vested in the EBA under Regulation (EU) No 1093/2010 and other applicable Union legislation. The provisions of personal data is voluntary.

Will the processing of your personal data involve any transfer outside of the EU?

The EBA seeks to ensure that personal data processed in the context of meetings and events is processed within the EU/EEA. Where the use of certain IT systems or service providers may involve a transfer of personal data outside the EU/EEA, the EBA will ensure that appropriate safeguards are in place in accordance with Regulation (EU) 2018/1725.

What are your rights regarding your personal data?

As a data subject, an individual whose personal data is processed, you have the following rights:

Access - You have the right of access to your personal data and to relevant information concerning how we use it.

Rectification - You have the right to rectify your personal data, where there are inaccuracies or where data is incomplete.

Erasure - Under certain conditions, you have the right to ask that we delete your personal data.

Objection - You have the right to object to the processing of your personal data on grounds related to your particular situation. If you do so, EBA may only continue processing your personal data where overriding legitimate grounds can be demonstrated or where the processing is necessary for the establishment, exercise or defense of legal claims.

Restriction - Under certain conditions, you have the right to ask that we restrict the use of your personal data or momentarily pause the processing conducted on the data.

Right to Withdraw Consent – Where the EBA relies on consent as the legal basis for processing your personal data you have the right to withdraw your consent at any time.

For more information on these rights and details of the exceptions that may apply please see Articles 14 to 25 of EUDPR.

Where you wish to exercise any of your rights, you can send your request by post in a sealed envelope or via email using the contact details provided 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 Data Protection Officer (DPO) of the EBA (see section on contact details below).

You have, in any case, the right to [lodge a complaint with the European Data Protection Supervisor](#), our supervisory authority for data protection matters.

Contact details for enquiries regarding your personal data

Should you wish to contact the EBA with regard to the processing of your personal data, we encourage you to do so by email: meetings@eba.europa.eu by stating in the subject “Data Protection Enquiry”. A specific email may be provided in the specific data protection notice.

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, France.

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