

THREE BILLION ADDITIONAL TREES BY 2030

#3BillionTrees



WE GROW
TOGETHER



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

Processing operation: Processing of personal data linked to the 3 Billion Trees Webinar (online event organised via Microsoft Teams)

Data Controller: European Commission, Directorate-General for Environment, Unit Land Use & Management (ENV.D1).

Data Processor: Milieu Consulting SRL

Record reference: DPR-EC-01011

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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 of personal data linked to meetings and events, organised by the services of the European Commission, is presented below.

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

Purpose of the processing operation: the European Commission, Directorate-General for Environment, Unit Land Use & Management (ENV.D1) and Milieu Consulting SRL collect and further process your personal data to provide you with information about the specific meeting or event (before, during and after), to process your application for participation in that meeting or event, to invite you to future events the data controller may organise, as well as for the purpose of organisation, management, follow-up and promotion of the meeting, event or webinar (including web-streaming, photos, audio-visual recording).

Registration for the webinar will take place via Microsoft Teams. You will be asked to provide personal data for registering to the webinar.

If during the virtual meeting, the organiser records the speakers, you will be informed by an alert on your screen when the recording is taking place. The recording will be used for internal purposes only to enable accurate minute taking. Also any information exchanged in the chat function may be used for the preparation of minutes.

Please note that this webinar will be held using a third-party videoconference IT service, Microsoft Teams, which processes personal data. The provision of personal data is mandatory (Organiser/participant) to meet a technical requirement. If you do not provide your personal data (User/participant identifier), possible consequences might be that the system cannot identify the workshop participant and therefore its participation is doubtful.

The audience or non-speaker participants are not photographed individually or in groups. If they appear on panoramic photographs of the whole event, they will be blurred and not recognisable when shared on the Milieu Consulting SRL website or Milieu Consulting SRL LinkedIn page.

Participants that do not wish to be part of the above web-streaming and recording have the possibility to object to processing (e.g. by attending the meeting without turning on their cameras or microphones).

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, linked to the organisation, management, follow-up and promotion of the meeting or event (including web-streaming, photos, audio-visual recording) are necessary for the management and functioning of the Commission, as mandated by the Treaties. Those provisions are in particular, Article 11 of the Treaty on European Union and Article 15 of the Treaty on the Functioning of the European Union.

Consequently, those processing operations are lawful under Article 5(1)(a) 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).

By registering to the event, you accept the following actions:

- adding your personal data, e-mail address, to the contact list of tree planting organisations published on the Commission's [website](#);
- the processing of your personal data for inviting you to future events the data controller may organise;

If you opt-in, you are giving us your consent under Article 5(1)(d) of Regulation (EU) 2018/1725 to process your personal data for those specific purposes. You can give your consent via a clear affirmative act by ticking the appropriate box of your choice on the online registration form.

Your consent for these services can be withdrawn at any time and detailed information on how to withdraw consent will be contained in the privacy statement linked to the specific meeting or event.

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

In order to carry out this processing operation, Milieu Consulting SRL, on behalf and for account of the European Commission, collects the following categories of personal data:

- Name and surname,
- Name of the organisation,
- Profession or position in the organisation,
- The name of a self-employed individual (natural persons) on whose behalf the respondent is contributing,
- E-mail address,
- Personal data collected during meetings held virtually and via a web conferencing service: Voice, picture, 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 web conferencing service. Microsoft Teams, processes personal data. The provision of personal data is mandatory (Organiser/participant) to meet a technical requirement. If you do not provide your personal data (User/participant identifier), possible consequences might be that the system cannot identify the workshop participant and therefore its participation is doubtful.

5. How long do we keep your personal data?

The Data Controller and Data Processor 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 no more than **five years** after the meeting or event.
- ❑ Recordings from the web-streamed meeting or event will be kept for **2 years** before being deleted. More information is available in the Record of Processing DPR-EC-00306 (Web-streaming of Commission events).
- ❑ 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).
- ❑ Personal data shared with the controller for future mailing purposes (e.g., for receiving newsletters or invitations to similar events) are processed in line with the Record of Processing DPR-EC-03928 (Management of subscriptions to receive information) and the specific privacy statement prepared by the organising Commission service.
- ❑ Personal data shared with the controller for the purpose of the contact list of tree planting organisations to be published on the Commission's website will be kept for **3 years**.

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 Commission and Milieu Consulting SRL. 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.

The Commission's processor, Milieu Consulting SRL, is bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission. The processor has 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.

Where necessary, we may also share your information with service providers for the purposes of organising the *Second Webinar on Supporting the 3 Billion Trees Pledge*: Milieu Consulting SRL.

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).

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.

Third party IT tools, including social media

The Data Controller and Processor may use third party IT tools to inform about and promote the meeting/event through widely used communication channels, including the social media. For detailed information about the use of social media by the European Commission, see the Record of Processing DPR-EC-00073 (Social Media Use by the European Commission).

You may be able to watch videos on the Commission website and social media, which may be also uploaded to one of our social media pages and follow links from our website to other relevant social media.

In order to protect your privacy, the European Commission's use of third party IT tools to connect to those services does not set cookies when the website pages are loaded on your computer (or other devices), nor are you immediately redirected to those social media or other websites. Only in the event that you click on a button or "play" on a video to watch it, a cookie of the social media company concerned will be installed on your device. If you do not click on any social media buttons or videos, no cookies will be installed on your device by third parties.

In order to view such third-party content on our websites, a message will alert you that you need to accept those third parties' specific Terms and Conditions, including their cookie policies, over which the Commission has no control.

The Data Controller and Processor recommend that users carefully read the relevant privacy policies of the social media tools used. These explain each company's policy of personal data collection and further processing, their use of data, users' rights and the ways in which users can protect their privacy when using those services.

The use of a third party IT tool does not in any way imply that the Commission or Milieu Consulting SRL endorse them or their privacy policies. In the event that one or more third party IT tools are occasionally unavailable, we accept no responsibility for lack of service due to their downtime.

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 Commission will ensure that the data subjects can exercise their right to object to processing whenever possible by the organisers of the meeting/event (on the spot, by attending the meeting without turning on their camera; 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 Data Controller:

European Commission, Directorate-General for Environment, Unit Land Use & Management, at: env-d01-ares@ec.europa.eu.

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (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) 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-01011.