

SPECIFIC PRIVACY NOTICE – *Internal meetings*

Organising internal meetings within the SJU involves processing of personal data, which shall comply with Regulation (EU) N° 2018/1725¹ (the “Regulation”).

What is the purpose of the personal data collection?

The purpose of the processing operations when managing internal meetings (involving participants beyond simply the SJU staff) is:

- Have a list of the guests attending the meeting;
- Secure access to the SJU premises or to the premises where the event is held;
- Contact the participants on the meeting via email.

Which kind of personal information is collected?

The following categories of personal data are processed:

- Personal data allowing identification of the participant;
- Employment details (organisation name, function);
- Family, lifestyle and social circumstances (general pictures/videos of the participants);
- Car plate (if parking is needed).

What is the legal basis of the processing?

- Article 5.1 (a) of R(EU) 2018/1725 in order to ensure a secure access to the SJU premises or to the premises where the meeting is held;
- Article 5.1 (d) of R(EU) 2018/1725 where the data subject has given consent to the processing of his or her personal data for one or more specific purposes;

Actors in the data collection

- Controller: The SESAR JU
- Internal Processor: Administration Affairs – Facilities team, and any other colleague organising a meeting

How is SJU processing the personal data?

The processing of personal data starts from the moment the Data subject receives the information via email to confirm the attendance to the meeting.

The staff organizing the meeting will inform the reception and provide the number of people expected and names.

Each SJU staff member is responsible to invite guests and inform the reception on the number of people expected, their names as well as to inform participants that pictures will be taken or videos recorded and the specific purpose. The staff ensures that there is a no photography area and to remind participants that they can chose to step aside from the picture.

¹ Regulation (EU) N° 2018/1725 of the European Parliament and of the Council of 23 October 2018 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (“EUDPR”).

How do we protect and safeguard your information?

Data are stored:

- Paper files are in the Reception.
- Electronically in the SJU share drive and in the functional mailbox.

Who has access to your information and to whom is it disclosed?

- Designated SJU staff members managing that meeting on a need to know basis;
- Participants in the meeting only upon express consent by the participant in the registration form and limited to contact details;
- Security access controllers (only limited to the data strictly necessary)

What are your rights and how can you exercise them?

The procedure to grant rights to data subjects includes:

- Access to the DPO's register of data processing operations;
- Requests from data subjects to the Data Controller to exercise their rights; as well as
- Detailed procedures to exercise the rights to **access, rectify, erase, block, object, notify to third parties of any rectification, erasure or blocking and not to be subject to automated decision making**. The content of these rights is detailed in the Data Protection Notice page in SJU website <https://www.sesarju.eu/dataprotection>, which contains also information about the contact points and recourse (including EDPS <http://www.edps.europa.eu> and edps@edps.europa.eu, and SJU DPO sju.data-protection@sesarju.eu) as well as detailed information on the exercise of the rights and information on possible restrictions.

Possible restrictions as laid down in Article 25 of the Regulation may apply upon publication of a specific Decision on Restriction applicable to the SJU.

For how long the data is retained?

List of participants is deleted by the facilities team (reception) after the meeting.

Complaints, concerns and recourse

Should you have any complaint or concern you may contact:

- the data protection officer of the SJU: sju.data-protection@sesarju.eu, and
- The facilities team at Facility@sesarju.eu

In addition, as a data subject, you have a right to recourse to the European Data Protection Supervisor (EDPS) at any time edps@edps.europa.eu