

Privacy statement concerning the processing of personal data for the purpose of stakeholder relation management and the organisation of meetings and events

Personal data will be processed in accordance with 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 EU institutions, bodies, offices and agencies and on the free movement of such data.

What personal data do we collect and for what purpose?

The purpose of the personal data processing is stakeholder relation management (including the establishment, updating and management of a list of Member State competent authorities) and the organisation and management of ECHA meetings and events, including the management of contact lists, invitations and participants. The following personal data may be collected:

- Contact details (name, address, email, phone number, job title, organisation/employer, nationality) of ECHA's public and private stakeholders;
- Identification data necessary for the organisation and management of the meeting or event, such as the name, profession, contact details, including the postal address, e-mail and phone number of participants and speakers. For most of the meetings and events organised by ECHA, the attendance list with the names and affiliation details is rendered public on the relevant page in the ECHA website;
- ECHA may organize photo shoots and spread information including photos by means of ECHA's corporate social media accounts such as Twitter. In the context of certain meetings ECHA may organize live webstreaming and video or audio recording. These tools are only applied after due notification to the event audience offering the possibility to opt out;
- Information about the arrangements for travelling & accommodation and banking information, in order to reimburse travel expenses or to pay allowances.

The above details are stored in a contact relation management (CRM) tool managed by the Agency.

Who has access to your personal data and to whom is it disclosed?

ECHA staff, ECHA's possible contractors for the organisation of meeting and events, conference organisers and participants, ECHA's travel agency as concerns information on travelling arrangements and accommodation, without prejudice to a possible transfer to bodies in charge of a monitoring, auditing or inspection task in accordance with European Union legislation.

Attendance lists, presentations and pictures as well as any webstreaming and/or audio/video recording may be made available on the website of ECHA and/or on social media (see above).

How long are your personal data kept and how are they protected?

Collected personal data are recorded and stored as long as follow-up actions are needed in the context of the meeting or event concerned. For the purpose of contacting audiences in the future in the context of ECHA's activities, ECHA may retain personal data in a database,

specifically designed for this purpose. If you do not agree with this, please contact the Controller by using the Contact Information in the registration tool or in the invitation letter.

ECHA's CRM tool is hosted on premise and it is protected by the IT security measures implemented by the Agency that ensure an adequate security level as concerns threats to electronic assets integrity, confidentiality and availability. For the organisation of virtual meetings and audience engagement (e.g. allowing for online Q&A sessions, polls, interaction and information sharing with participants), third-party platforms may be used.

What are your rights?

You have the right to access and rectify your personal data at any time. Under certain conditions, a right to erasure, restriction, objection and/or data portability also applies. Finally, you also have the right to withdraw your consent for ECHA to process your personal data at any time.

However, if you feel your Data Protection rights have been breached you can always file a complaint with ECHA's Data Protection Officer (data-protection-officer@echa.europa.eu) or have recourse to the European Data Protection Supervisor.

Who is the data controller and how can I contact ECHA?

The Corporate Services Unit of the European Chemicals Agency shall exercise the tasks of the data controller for the purpose of these processing operations.

To exercise the above mentioned rights, you can contact ECHA via the [contact form](#) on ECHA's website. Please use the phrase "Exercising Data Protection rights" in the heading.