

## Events privacy notice

This notice describes how Friends of Europe, as a data controller, collects and uses the personal information you provide when registering to and/or attending our events as a participant or speaker. This events privacy notice supplements the [policy privacy statement](#) which is available on our website.

### What personal information we process about you

The personal information we hold is restricted to your title, first name, last name, gender, job title, telephone number(s), email(s) and on occasion dietary requirements, skype ID, ID number, birthday, nationality, address and biography.

Please note also that on occasion:

- a name badge may be issued;
- your details (name, job title and company name) may be made available to other attendees in a guest list or similar; and
- photography and video recording may take place during an event.

### Why we collect your personal information and the lawful basis for processing

Your personal details will be processed to support the communication and management of Friends of Europe's events. The lawful basis which allows us to process your data is our legitimate interests. It is in the legitimate interests of Friends of Europe to carry out conferences, workshops, roundtables and any other events for its members and other individuals.

### Event registration, participation and related matters

#### Badge

In order to participate in our events, you will be issued a name badge and will be asked to show it at the entry in the various areas of our events, as it is in our legitimate interest to manage access to our events.

#### Dietary requirements

When we provide food at our events, you may provide information about food allergies or other conditions, so that we may adapt our menu accordingly.

We will only retain your personal data for as long as necessary to fulfill the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

### List of participants

A list of participants (title, last name, first name, job title, organisation/company, country and occasionally former positions) may be published and distributed to attendees on the day of the event, together with the event programme and description of speakers (name, biography).

Should you wish to have your name excluded from the list of participants, you have the possibility to object to (opt-out from) any such dissemination of your contact details by notifying Friends of Europe accordingly 1 week prior to the event at the email address [privacy@friendsofeurope.org](mailto:privacy@friendsofeurope.org), mentioning the name of the event.

### Photos and videos

Any attendee may appear in photographs and videos taken at our events, and these may be used for documentation and promotional purposes. Such photographs and videos may be posted on our website and on social media accounts managed by us, notably Flickr and Facebook.

If you are a speaker at our events, we will be processing your name, title, company, professional and educational bio, as well as your presentation slides (if applicable), photos and videos of you at our events. The presentation slides (if applicable), photos and videos may be made public through the channels we consider appropriate (website, event programme and report, social media).

This processing is done in our legitimate interest to promote our events, and the data is stored by us for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

If you for any reason do not wish to be included in any footage, please inform us at the time and we will try to exclude images and recordings of you if possible.

### **Who we are sharing your data with**

For the purposes of our general business administration, efficiency and accuracy, your personal information might be shared among Friends of Europe's staff connected with the event, and for event management purposes.

To help manage our events, we may share your name as participant or speaker with third party service providers such as IT software suppliers and others who are co-hosting or sponsoring the event. We may be under legal or regulatory obligations to share your personal data with courts, regulators and law enforcement bodies.