

PRIVACY NOTICE

Online meeting with cities on 16 September 2020, on the framework of commitments for human rights cities organised by the FRA

The European Union Agency for Fundamental Rights (FRA) processes the personal data of a natural person in compliance with Regulation 2018/1725 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.

This privacy notice explains FRA's policies and practices regarding its collection and use of your personal data, and sets forth your privacy rights. We recognise that information privacy is an ongoing responsibility, and we will update this notice where necessary.

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1. Why do we collect personal data?

We collect personal data, information and views in the context of “an online meeting with cities” to assist in the development of a framework of commitments for human rights cities. Such activities may include: sharing information and know-how of human rights cities practice, gathering views on the content of an outline of the framework and ideas on what a framework of commitments for human rights cities could include and how it could be linked to cities’ work.

The meeting will use the [Cisco Webex Meetings service](#), a cloud-based web and video conferencing solution made available by Cisco to organise and host web meetings. The Service enables global employees and virtual teams to collaborate in real time, on mobile devices or video systems with meetings, events, training, and support services. The meetings will not be recorded. Registration will be performed using the [LIME Survey tool](#).

The meeting will follow the **Chatham House Rule**. A summary of the outcome will be shared among participants.

The meeting is a direct follow up to the FRA Expert Meeting on human rights cities that took place on 27–28 November 2019 in Brussels. The Expert Meeting aimed to bring together a group of human rights cities partners and practitioners to help FRA develop a framework of commitments for human rights cities in Europe.

The processing allows the Agency to:

- Send invitations to participants to the online meeting;
- Collect issues of interest to develop the agenda and address possible follow up emerging from the meeting;
- Join the online e-meeting using the webex tool used by FRA.

2. What kind of personal data does the Agency collect?

The Agency collects personal data related to identification and contact details, specifically: name, surname, title, organization, function, city, email address and telephone number using the LIME Survey tool. See more about LIME Survey policy at: <https://www.limesurvey.org/en/privacy-policy>. The Webex tool used for the online meeting also collects various types of personal data, which is listed in FRA’s privacy notice related to Cisco Webex, which can be found at: https://fra.europa.eu/sites/default/files/fra_uploads/privacy_notice_cisco_webexdpr-2020-101.pdf. Only the name will be visible to other meeting participants.

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3. How do we collect your personal data?

The data will be collected using FRA's survey software (LimeSurvey) when registering to the online meeting and stored at the datacentre of the Agency's web hosting contractor in Spain and at the FRA premises in Vienna, Austria.

Your personal data will be also collected when accessing the Webex online tool to join the event through [Cisco Webex online](#).

4. Who is responsible for the processing your personal data?

The Agency is responsible for the processing of your personal data. The Head of Unit Institutional Cooperation and Networks is responsible for this processing operation.

5. Which is the legal basis for this processing operation?

The meeting will support the implementation of an activity included in FRA project "D.1.2 Cooperation with EU Member States, National human rights institutions and equality bodies". This project includes an activity aiming at developing a framework of commitments for human rights cities to support the implementation and protection of fundamental rights at local level. Such activities are foreseen by the Agency's Founding Regulation (Regulation 168/2007), in particular articles 4 and 8 (2) (a) thereof. Therefore, the processing is lawful under Article 5(a) of the Regulation (EU) No 2018/1725. In addition, since the participation to the meeting is not mandatory, the processing of the personal data is also in accordance with Article 5(d) of Regulation (EU) No 2018/1725.

6. Who can see your data?

Your personal data are stored in FRA's document library (DMS). Access is restricted to authorised staff members of the Agency who are dealing with the organization of the meeting and its follow up activities.

7. Do we share your data with other organisations?

No. The personal data collected is processed only by specific staff in the Agency and through the Lime and Webex tools described above.

8. Do we intend to transfer your personal data to Third Countries/International Organizations

No.

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9. When we will start the processing operation?

We will start the processing operation upon receipt of participants registration of the FRA online form.

10. How long do we keep your data?

The Agency will keep your personal data for up to one year from the date of the event, that is until 16 September 2021.

11. How can you control your data?

Under Regulation 2018/1725, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information. You are not required to pay any charges for exercising your rights except in cases where the requests are manifestly unfounded or excessive, in particular because of their repetitive character.

We will reply to your request without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

You can exercise your rights described below by sending an email request to human_rights_systems@fra.europa.eu.

a. Your data protection rights

a. Can you access your data?

You have the right to receive information on whether we process your personal data or not, the purposes of the processing, the categories of personal data concerned, any recipients to whom the personal data have been disclosed and their storage period. Furthermore, you can have access to such data, as well as obtain copies of your data undergoing processing.

b. Can you modify your data?

You have the right to ask us to rectify your data you think is inaccurate or incomplete at any time.

c. Can you restrict us from processing your data?

You have the right to block the processing of your personal data when you contest the accuracy of your personal data or when the Agency no longer needs the data for completing its tasks. You can also block the processing activity when the operation is unlawful, and you oppose to the erasure of the data.

d. Can you delete your data?

You have the right to ask us to delete your data when the personal data are no longer necessary for the purposes for which they were collected, when you have withdrawn your consent or when the processing

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activity is unlawful. In certain occasions we will have to erase your data in order to comply with a legal obligation to which we are subject.

We will notify to each recipient to whom your personal data have been disclosed of any rectification or erasure of personal data or restriction of processing carried out in accordance with the above rights unless this proves impossible or involves disproportionate effort from our side.

e. Can you request the transfer of your data to a third party?

This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or for the performance of a contract or for entering into a contract and the processing is automated.

f. Do you have the right to object?

Yes, you have the right to object when you have legitimate reasons relating to your particular situation. Moreover, you will be informed before your information is disclosed for the first time to third parties, or before it is used on their behalf, for direct marketing purposes.

g. Do we do automated decision making, including profiling?

No.

12. What security measures are taken to safeguard your personal data?

The Agency has a set of standard security controls in place to protect your personal data from unauthorised access, use or disclosure. We keep your data stored with limited access to authorised FRA staff involved in this meeting and its follow up.

13. What can you do in the event of a problem?

- a) The first step is to notify the Agency by sending an email to human_rights_systems@fra.europa.eu and ask us to take action.
- b) The second step, if you obtain no reply from us or if you are not satisfied with it, contact our data protection officer (DPO) at dpo@fra.europa.eu.
- c) At any time you can lodge a complaint with the EDPS at <http://www.edps.europa.eu>, who will examine your request and adopt the necessary measures.

14. How do we update our privacy notice?

We keep our privacy notice under regular review to make sure it is up to date and accurate.

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