

PRIVACY NOTICE - Handling of contact data stored in EIGE's contacts database (CRM)

The European Institute for Gender Equality (EIGE) informs you about processing of your personal data 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.

Purpose of processing

The personal data are collected to enable EIGE to inform the interested parties, who are registered in our CRM database, of EIGE's research findings/data through targeted dissemination (i.e. EIGE's newsletter) and to effectively manage newsletter subscriptions, stakeholders' requests, visits and external communications in line with the aims of EIGE.

In addition, the participants attending EIGE's events (virtual and in-person), will be asked to provide their consent to receive invitations to the future EIGE's events and will be included in the CRM database for that purpose only.

Legal basis

I. Establishment Regulation of EIGE (EC) No 1922/2006;

II. Regulation (EU) 2018/1725.

Lawfulness of processing

Processing is necessary for enabling EIGE to inform the interested parties about past and upcoming activities, for the performance of tasks carried out in the public interest on the basis of the Treaties establishing the European Communities and in particular the Establishment Regulation No 1922/2006. Therefore, it is lawful in line with Regulation (EU) 2018/1725 Article 5(a). Since being in EIGE's database is not mandatory, the processing of the personal data is also in accordance with Article 5(d).

Data Categories

Personal data collected and further processed will concern the stakeholders of EIGE. The personal data processed might include, in particular:

- Name (first name, surname);
- Name in EuroGender (if any);
- Organisation the data subject works in and position the data subject holds;
- Type of stakeholder;
- Contact details (telephone number, mobile telephone number, country, e-mail);
- History of the data subject's interaction with EIGE including notes and records of requests sent by the data subject and meetings the data subject had with EIGE;
- Data subject's preferences on specific thematic areas, subscriptions and project involvement they want to receive news from EIGE;
- Data subject's consent on having their personal data processed and receiving information from EIGE;
- Data subject's consent to receive invitations to relevant EIGE's events.

Data Controller

EIGE is the legal entity responsible for the processing of your personal data and determines the objective of data this processing activity. The Data Controller is primarily the Head of Knowledge Management and Communications (KMC) Unit of EIGE.

Access and storage of the data

Personal data for CRM are stored on the servers hosted by EIGE within the European Economic Area/European Union. EIGE does not intend to share data to Third Countries/International Organisations for direct marketing purposes; there are no third country transfers.

Access to your personal data is subject to strict security controls like encryption and access control. Access to the databases is restricted to EIGE staff members. In some cases, external contractors can be given access to this information but their access and purpose of use are governed by specific contractual clauses to ensure adherence to the data protection regulations.

When processing starts

Date of entering of the data subject's personal data in EIGE's CRM from EIGE or date when the data subject registered to EIGE's newsletter or from the date data subject registers to the (virtual) meeting. EIGE asks for the consent of the data subject to keep their personal data as soon as the personal data are entered in the CRM. We do not do automatic decision making or profiling.

Retention policy

Personal data is kept until the data subject decides to delete their personal data from EIGE's CRM. The data subject has the option to request EIGE through email. EIGE also periodically asks for the data subject's consent to be in EIGE's CRM.

How to withdraw your consent, in case you attended EIGE's (virtual) meeting

As to the use of your contact details for EIGE to invite you to similar events, if you want us to delete them from our internal repositories after the event or later please contact us and we will do it at the latest ten working days after your request or after the last event follow-up action.

If you have already provided your consent for sharing your contact details among the participants in the event and you decide to withdraw your consent, you can contact us and we will do what technically and organisationally possible not to further share them as soon as possible.

In case you decide to withdraw you consent on photos and videos where you appear, please contact us and we will take all steps necessary to remove your image from those media as soon as possible.

Please note that withdrawing your consent does not affect the lawfulness of any processing based on your consent before this consent is withdrawn.

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725

Right to access data – data subjects have the right to access data at any time by sending an email request to EIGE-CRM-MAILING@eige.europa.eu or communications@eige.europa.eu.

Right to rectify – data subjects have the right to rectify their data without delay of inaccurate or incomplete personal data by sending an email request to EIGE-CRM-MAILING@eige.europa.eu or communications@eige.europa.eu.

Right to restrict – data subjects have the right to restrict the processing of their personal data at any moment by sending by sending an email request to EIGE-CRM-MAILING@eige.europa.eu or communications@eige.europa.eu.

Right to erasure – data subjects have the right to obtain from the Controller the erasure of data if their processing is unlawful by sending an e-mail to EIGE-CRM-MAILING@eige.europa.eu or communications@eige.europa.eu.

If the data subjects have any queries concerning the processing of their personal data, they may address them to the Data Protection Officer or to the Data Controller (Head of KMC Unit) of EIGE by contacting information at dpo@eige.europa.eu.

Other rights – Where applicable, data subjects also have the right to object to the processing or the right to data portability. Data subjects have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5 (1)(a) on legitimate compelling grounds by sending an e-mail to dpo@eige.europa.eu.

Transfer – data subjects have a right to ask to transfer personal data from one organisation to another only if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated. Data subjects are not required to pay any charges for exercising your rights. We have within adequate time period to respond to you.

Data subjects are also entitled to have recourse at any time to the European Data Protection Supervisor:

Website: <http://www.edps.europa.eu>

Email: edps@edps.europa.eu

Contact information:

Data Protection Officer of EIGE, e-mail dpo@eige.europa.eu

EIGE Knowledge Management and Communications Unit, e-mail communications@eige.europa.eu