



## College of Europe – Bruges Campus

### Privacy Notice for Events

#### 1. Online invitation/registration

A dedicated web page offers you an online electronic registration form for an event organized by the College of Europe – Bruges campus, hereafter also referred to as “College”. Your personal data will be collected and further processed for the purposes detailed below.

- Processing of participants’ personal data is needed for the efficient organization and management of the event, including management of lists for contacts, invitations, participants, reports, distribution and feedback on reports, follow-up meetings, follow-up actions, news and publications.
- Photo, video and audio recording will be needed for creating awareness and distributing information on the event.

#### 2. What personal data does the College of Europe Bruges campus collect and further process, and how?

- Only the following registration data could be collected: title, family name, first name, nationality, name of the organization, e-mail address, postal address and the country where the organization or individual is established, profession/position, phone number. We will only process and use special categories of personal information about your dietary or access requirements in order to cater for your needs and to meet any other legal or regulatory obligations we may have.
- Participants may receive a C-Account (user account) associated to their registration data, to access the Internet and the College’s services and infrastructures. In such a case, the C-Account information and the use of this C-Account (e.g. Internet navigation logs) are collected. Access to this information will only be provided for technical and security reasons only.
- Participants may receive a C-Card (a badge) associated to their registration data to access the College buildings and make use of the cashless infrastructure. In such a case, the C-Card information and the use of this C-Card (s.a. entry logs and consumption logs) are collected.

The identification of the user connected to a log entry may only be provided upon a legally binding request by a judicial or a law-enforcement authority or for technical reasons only.

- A passport/identity card number/ date of birth may be required to verify the identity of the participant. They may be used for preparing the entrance permissions and access control purpose by security guards or competent College of Europe staff to the College of Europe's premises or the premises where the event takes place.
- Participants in the event may be given the opportunity to indicate individual requirements, e.g. those pertaining to diet or mobility. This information will be processed only to ensure that these requirements are taken into account and will not be used or stored beyond that single event.
- Photographs, audio and video recording, including live web streaming, of speakers and participants of this public event may be taken. They may be reproduced in various media including College of Europe publications, the College of Europe website, social networks, TV channels and the press, in connection with the event, or for further institutional purposes such as promotional activities of the College of Europe.

However, photographs portraying particular individuals may be published only with their explicit consent. If you wish that your image or voice is not recorded and published, please contact the organizers or send an e-mail to: [photography.be@coleurope.eu](mailto:photography.be@coleurope.eu)

- The contact information of the participants will be stored and linked to the event and be kept on file as to inform the participant of comparable events in the future organized by the College and/or, in case of an event jointly organized with a third party, this specific third party. The participant will at all times have the option to opt-out of this every time such information is being transferred.

### 3. Who collects and has access to your personal data and to whom is it disclosed?

- Personal data may be collected only by the College's services and/or departments involved in the organization of the event.
- In case the event is jointly organized with a third party, the relevant personal data can be shared with this third party (s.a. service providers and external contractors) only for institutional purposes pertaining to the organization of the event, provided they have in place comparable safeguards with regard to data protection, security and confidentiality.
- Photographs/pictures, presentations, audio and video recordings will be collected by the College's staff directly involved in the organization of the event. [Photography.be@coleurope.eu](mailto:Photography.be@coleurope.eu)
- C-Account and C-Card details are only accessible to the event organizer and to the College's relevant services such as the ICT Service and Facilities.

### 4. Technical Information

The use of cookies is defined as described in the general privacy notice of the College websites.

### 5. How do we protect and safeguard your information?

- All personal data collected are internally processed only by designated College staff members or agents and stored on servers which abide by the College's security rules and standards.

- In case an external third party (s.a. a contractor, partner or service provider) assists in the organisation of the event, the collected personal data and all information related to the event can be stored in systems of this third party, who has to abide by the same rules as the others designated College staff members and agents.
- Participants' data may be shared with third parties (s.a. service providers, external contractors and organizers) only for institutional purposes pertaining to the organization of the event, provided they have in place comparable safeguards with regard to data protection, security and confidentiality.
- The list of participants may be transmitted to law enforcement authorities only upon their specific request justified by security reasons such as the prevention, investigation, detection and prosecution of criminal offences.

## 6. How long do we keep your data?

The College will keep your data only as long as necessary for the fulfilment of the institutional purposes mentioned above.

## 7. How can you verify, modify or delete your personal data?

If you wish to verify which personal data is stored by the College of Europe, please contact the Privacy Office of the College of Europe Bruges.

The contact details of the Privacy Office Bruges are

College of Europe -Bruges  
Privacy Office  
Dijver 11  
8000 Brugge  
Belgium

e-mail: [privacy\\_office.be@coleurope.eu](mailto:privacy_office.be@coleurope.eu)

web: [www.coleurope.eu/privacy](http://www.coleurope.eu/privacy)

## 8. Contact information

If you have any questions or requests concerning the personal data collected for events please contact the event contact/organizer indicated during registration.