

Data Protection Notice for participation in Expert Health Groups, supported by EUHealthSupport

The **EUHealthSupport Consortium**¹ (the Consortium) has been awarded the contract entitled 'Call for Tenders Chafea/2018/Health/03 - A Single Framework Contract for the provision of support services for managing expert groups in the field of (public) health' (the Contract)² by the Consumers, Health, Agriculture and Food Executive Agency (Chafea).

Both the EUHealthSupport Consortium and Chafea processes your personal data in line with [Regulation \(EU\) 2018/1725 of the European Parliament and of the Council of 23 October 2018](#) on the protection of personal data by the European Union's institutions, bodies and agencies and on the free movement of such data.

What is personal data and what is a personal data processing operation?

- **Personal data** shall mean any information relating to an identified or identifiable natural person ('data subject'). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.
- **Personal data processing operations** can be any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Short description of the processing activity:

Under the Single Framework Contract, we have been awarded a Specific Contract as mentioned in the application form that refers to this notice. As part of the services to be delivered under that Contract we wish to engage you in the manners as described below. In order to do so, we require your consent to process your personal data. Please note, we will

¹ Composed of the following entities: Nivel (Netherlands institute for health services research (statutory name: Stichting Nederlands Instituut voor Onderzoek van de Gezondheidszorg), Otterstraat 118, 3513 CR Utrecht, Netherlands; RIVM (National Institute for Public Health and the Environment (statutory name: Rijksinstituut voor Volksgezondheid en Milieu), Postbus 1, 3720 BA Bilthoven, Netherlands; infeuope S.A., infeuope S.A., 62 rue Charles Martel, L-2134 Luxembourg; Association of Medical Schools in Europe e.V (AMSE), Alt-Moabit 96, D-10559 Berlin, Germany; Royal College of Surgeons in Ireland (RCSI), 123 St Stephen's Green, Dublin 2, Ireland; Leginda GmbH, Bleichstraße 27, 66111 Saarbrücken, Germany.

² The Technical Specification of the Framework Contract, including descriptions of the services to be provided, is available here : <https://etendering.ted.europa.eu/cft/cft-documents.html?cftId=4051>

be processing your personal data only for the purposes of legitimate work to be carried out under the Specific Contract.

Purpose of the data protection notice and the grounds on which it is based:

We process your personal data based on Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 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 (Text with EEA relevance).

The following information is provided as established in Articles 15 and 16 of Regulation (EU) 2018/1725.

Uses of your personal data

Your personal data will be used as follows:

- Shared with:
 - personnel of the EUHealthSupport Consortium participating entities, including subcontracting staff and service providers which may change from time to time;
 - personnel of the European Commission and its Agencies;
- Maintained on file;
- Transferred between countries of the European Union;
- Processed for the purposes of:
 - Participate in events organised by EUHealthSupport as Contractor to Chafea;
 - Be contacted by EUHealthSupport as Contractor to Chafea;
 - Making refund of expenses related to event participation to you;
 - Making accommodation and transport bookings on your behalf, whereupon your data will be transferred to those organisations;
 - Citing your name, position, and professional capacity in official documents such as reports, minutes of meetings, press releases and other communication documents created during the course of the Specific Contract, as well as in social media, including translation into other languages;

Who is the 'data controller'?

The **data controller**, performing the personal data processing operation is the Head of the Health & Food Safety Unit of the Consumers, Health, Agriculture and Food Executive Agency (Chafea).

The following **entity/ies process** your personal data:

- Nivel (Netherlands institute for health services research (statutory name: Stichting Nederlands Instituut voor Onderzoek van de Gezondheidszorg), Otterstraat 118, 3513 CR Utrecht, Netherlands);
- RIVM (National Institute for Public Health and the Environment (statutory name: Rijksinstituut voor Volksgezondheid en Milieu), Postbus 1, 3720 BA Bilthoven, Netherlands);
- infeuope S.A., infeuope S.A., 62 rue Charles Martel, L-2134 Luxembourg;

- Association of Medical Schools in Europe e.V (AMSE), Alt-Moabit 96, D-10559 Berlin, Germany;
- Royal College of Surgeons in Ireland (RCSI), 123 St Stephen's Green, Dublin 2, Ireland;
- Leginda GmbH, Bleichstraße 27, 66111 Saarbrücken, Germany.
- Engaged subcontractors of the Consortium based in the European Union, including:
 - Hotels and other accommodation providers, including intermediaries such as agents or booking engines;
 - Transport providers (including but not limited to airlines, railway companies, ferries, taxi companies etc.) including intermediaries such as agents or booking engines;
 - Individual personnel contracted on a professional basis to the member organisations of the Consortium; and
 - Other professional companies similarly engaged by the Consortium for the delivery of the services under Specific Contract.

What personal data is collected?

The following personal data are collected:

- Your name, address and date of birth;
- Your contact details, including phone numbers, emails, addresses;
- (If applicable) The name, address and contact details of your employer, as well as your job title and status;
- A copy of an official form of identification, for the processing of international travel i.e. a passport or national identity card or ID number;
- Your official title and the capacity in which you have been engaged under the Specific Contract; and
- Your bank account details for the processing of payments.

These are **mandatory** data for the purpose(s) outlined above.

In addition, the following **non-mandatory** personal data may be requested and collected for public relations materials, during live streaming of conferences, or information and media dissemination purposes:

- Your photograph, a video recording of you or similar likeness;
- Social media account information;

Please note, **these data can only be processed based on your explicit prior consent**. Should we wish to make use of non-mandatory data (i.e. during an event) you will be able to give (or withhold) your explicit consent to have your images recorded and published on related communication channels. In the absence of your consent, we will try to find suitable alternatives, so that you can fully take part in the event, e.g. by offering an alternative room to follow the event or seating which falls outside of the video/camera image capturing area.

Who has access to the personal data of data subjects and to whom can they be disclosed?

The recipients of part of your personal data will be the audiences for a number of communications and media dissemination channels. These will include some or all of the following: European Commission websites, publications, social media and broadcast channels, the Health Policy Platform, as well as other media sources and social media accounts. Additionally, your personal data may be shared with service providers (accommodation and transport providers) if you choose to receive their services via our contractors.

More specifically, the following data will be used for these specific purposes:

- Your name, title, birthdate, address, national ID number or passport number will be shared with transport and accommodation service providers if you choose to avail of those services via our contractors;
- Regarding your participation in events, your name, name and address of employer and/or your professional capacity will be distributed electronically and physically to all the participants/will be made publicly available;
- If explicitly consented to prior to an event, your likeness will be distributed electronically and physically to all the participants/will be made publicly available;
- On a need to know basis and in compliance with the relevant current legislation, bodies charged with monitoring or inspection tasks in application of EU law (e.g. EC internal audit, Court of Auditors, European Anti-fraud Office (OLAF), the European Ombudsman, the European Data Protection Supervisor).

Your personal data **will not be transferred** to third countries or international organisations.

Where did we get your personal data?

From you.

What is the purpose and legal basis for processing your personal data?

The legal basis for the processing activities are:

- Article 5(a) of Regulation EU 2018/1725 because processing is necessary for the performance of a task carried out in the public interest (or in the exercise of official authority vested in the Union institution or body)³;
- Article 5(d) of Regulation EU 2018/1725 based on your explicit consent to the processing of personal data for one or more specific purposes.

Chafea's delegation act: Commission Decision C(2014) 9594 amending Decision C(2013) 9505 with a view to performance by Chafea of tasks linked to the implementation of Union Programmes in the field of consumers, health and information provision and promotion measures concerning agricultural products implemented in the internal market and in third countries and food safety training measures.

³ Act of Establishment: Commission Implementing Decision C(2013/770/EU) of 18 December 2013 establishing the 'Consumers, Health and Food Executive Agency' and repealing Decisions 2004/858/EC. This decision has been subsequently amended by Decision 2014/927/EU that renamed the Agency to Consumers, Health Agriculture and Food Executive Agency

The purpose(s) of this processing is/are to allow you to:

- Participate in events organised by EUHealthSupport as Contractor to Chafea;
- Be contacted by EUHealthSupport as Contractor to Chafea;
- Avail of services from EUHealthSupport as Contractor to Chafea, including:
 - Accommodation booking;
 - Transport booking;
 - Refund of expenses related to event participation;
- Participate in surveys organised by EUHealthSupport on behalf of Chafea.

How long do we keep your data?

- **Your personal data** will be kept for as long as follow-up actions to the expert group participation are necessary, considering the purpose(s) of the processing of personal data and, in any case, for a maximum period of 10 years after the end of the participation of the expert. Data will be deleted at the end of this period;
- Reports containing personal data will be archived according to Chafea's legal framework;

What are your rights regarding your personal data?

You have the right to access your personal data and to request your personal data to be rectified, if the data is inaccurate or incomplete; where applicable, you have the right to request restriction or to object to processing, to request a copy or erasure of your personal data held by the data controller. If processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing based on your consent before its withdrawal.

Your request to exercise one of the above rights will be dealt with without undue delay and in any case within **15 working days**.

How to withdraw your consent and the consequences of doing this

If you want us to delete your contact details from our internal repositories please contact us and we will do it at the latest 15 working days after your request.

In case you decide to withdraw your 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.

If you withdraw your consent, we will not be able to contact you and may not be able to process any transactions (accommodation or transport bookings, refunds of expenses) on your behalf. Without consent you may still be eligible to:

- participate in an expert group
- participate in events organised by Chafea without involvement of EUHealthSupport as its contractor,
- obtain access to the premises of Chafea, the European Commission, or venues selected by its Contractors;
- Participate in surveys organised by Chafea; and
- Access specific electronic platforms (e.g. the Health Policy Platform).

Automated decision-making

The processing of your data will **not include automated decision-making** (such as profiling).

Contact details for enquiries regarding your personal data

In case of any queries concerning the processing of personal data, you may send a written request to the Head of the Health & Food Safety Unit of the Consumers, Health, Agriculture and Food Executive Agency (Chafea) (entity acting as data controller) via: CHAFEA-HP-TENDER@ec.europa.eu.

The Chafea Data Protection Officer is at your disposal for any clarification you might need on your rights under Regulation (EU) 2018/1725 at the following e-mail address:

CHAFEA-DATA-PROTECTION@ec.europa.eu

You have the right to lodge a complaint

You may lodge a complaint to the European Data Protection Supervisor:
EDPS@edps.europa.eu