

Data protection statement on the processing of personal data within the framework of the EPO's European Patent Academy activities.

Protecting your privacy is of the utmost importance to the European Patent Office (EPO). We are committed to protecting your personal data and ensuring respect for data subjects' rights when performing our tasks and providing our services. All data of a personal nature that identify you directly or indirectly will be processed lawfully, fairly and with due care.

The processing operations described below are subject to the EPO Data Protection Rules ([DPR](#)).

The information in this statement is provided in accordance with Articles 16 and 17 DPR.

This statement refers to the processing of personal data for all of the publication activities and all the events organised by the European Patent Academy, whether onsite or online and regardless of the online tools used to manage the event. This statement covers the processing of personal data of all the data subjects concerned (such as participants, registered and/or selected as attendees, speakers, contributors, advisers or authors) including the processing of audio and/or audio-visual material for podcasts, video recording and their publication. It also refers to the organisation and implementation of the research programmes handled by the European Patent Academy, including the selection of appropriate candidates and of their proposed research schemes and the granting of the awards (e.g. under the Academic Research Programme called ARP).

1. What is the nature and purpose of the processing operation?

This data protection statement relates to the processing of personal data in the context of the activities of the EPO's European Patent Academy.

These activities concern the organisation and hosting of events (including online and onsite courses, lectures, seminars, conferences, workshops, internships, and other offerings).

These events may also be streamed live and recorded and the recordings published on the EPO internal platforms (e.g. Intranet, e-centre of the European Patent Academy or the internal EPO podcast page) and/or on external platforms (e.g. EPO website and podcast platforms) or social media (e.g. YouTube, LinkedIn, Twitter, Facebook) for promotional and educational purposes. Please note that although the EPO may use these social media channels to inform about and promote initiatives, this does not mean in any way that the EPO endorses them nor their Privacy Policies.

During the event, if the audience is allowed to ask questions, the EPO might use the Q&A platform Slido as well as the chat/comment functions on the social media channels.

Should you wish to have more information on how the EPO processes your personal data using the Slido platform, please visit the following link <https://www.sli.do/terms#privacy-policy>. Please be aware that you can choose directly on Slido whether your questions, comments and/or opinions are posted to the event publicly or anonymously.

Whatever the platform used for the questions and answers is, the EPO will, when receiving your question, forward this question to the moderator, who in turn will inform the speaker/presenter with the mention of your first name only, without further personal information from the person asking the question, nor pictures or video from this person.

The aspects of data processing mentioned below apply to all the above-mentioned activities.

2. What personal data do we process?

The following categories of personal data are processed:

- For the organisation and carrying out of events (point 1(b) above) we may process your name, email address, postal address, company or organisational details, invoicing and payment details. In addition, the EPO may process the biographies of the speakers to publicise the event in of registration. These biographies of the speakers are generally provided by the speakers and created by the speakers themselves and submitted to the EPO.
- For onsite events, PD Communication, via an agency, organise the event contacting the speakers and all attendees in order to establish catering, dietary requirements and other preferences. In case of recording of events, data pertaining to video and audio recordings of speakers will be processed. The speaker and the participants will be made aware in advance of the EPO's intention to record the speaker's contribution and to make the recording, or any part thereof, together with other material available on the internet to the participants of the seminar / conference and to any other person paying an appropriate fee to the EPO for covering the EPO's administrative costs, or otherwise free of charge. Additionally, comments, questions and opinions made when using Slido or a Social Media chat function - if you choose to publish them without the anonymous function – are processed.

The processing is not intended to be used for any automated decision-making, including profiling. Your personal data will not be transferred to recipients outside the EPO that are not covered by Article 8(1), (2) and (5) DPR unless an adequate level of protection is ensured. In the absence of an adequate level of protection, a transfer can only take place if appropriate safeguards have been put in place and enforceable data subject rights and effective legal remedies for data subjects are available, or if derogations for specific situations as per Article 10 DPR apply.

3. Who is responsible for processing the data?

Personal data are processed under the responsibility of the European Patent Academy, forming part of Principal Directorate Patent Intelligence, acting as the EPO's delegated data controller.

4. Who has access to your personal data and to whom are they disclosed?

Personal data will only be shared with authorised persons responsible for the necessary processing operations. They will not be used for any other purposes or disclosed to any other recipients in addition to those described in this statement.

Personal data are disclosed on a need-to-know basis to the EPO staff working in the European Patent Academy and Principal Directorate Communication's internal teams and their external providers.

Personal data (such as events' recording or other audio-visual material) may be made available to the EPO staff through internal communication tools such as the internal website 'Intranet', and to the general public when published on internet.

In addition, with regard to the carrying out of research programmes, personal data will be shared with:

- other EPO departments with an interest in this specific field of IP and who might be collaborating with the candidate in the research scheme chosen by the EPO (e.g. Chief Economist Unit, Dept. PD Patent Intelligence, Dept. Patent Law, Dept. Business Information Technology)
- external peer reviewers, assessing the research scheme proposed by the candidate in the application according to selection criteria communicated.

5. How do we protect and safeguard your personal data?

We take appropriate technical and organisational measures to safeguard and protect your personal data from accidental or unlawful destruction, loss or alteration and unauthorised disclosure or access.

All personal data are stored in secure IT applications in accordance with the EPO's security standards. For systems hosted on EPO premises, the following basic security measures generally apply:

- User authentication and access control (e.g. role-based access control to the systems and network, principles of need-to-know and least privilege)
- Logical security hardening of systems, equipment and network
- Physical protection: EPO access controls, additional access controls to datacentre, policies on locking offices
- Transmission and input controls (e.g. audit logging, systems and network monitoring)
- Security incident response: 24/7 monitoring for incidents, on-call security expert.
- Appropriate levels of access are granted individually only to the above-mentioned recipients.

For personal data processed on systems not hosted on EPO premises, the providers processing the personal data have committed in a binding agreement to comply with their data protection obligations under the applicable data protection legal frameworks. These systems are required to have implemented appropriate technical and organisational measures such as: physical security measures, access and storage control measures, securing data at rest (e.g. by encryption); user,

transmission and input control measures (e.g. network firewalls, network intrusion detection system (IDS), network intrusion protection system (IPS), audit logging; conveyance control measures (e.g. securing data in transit by encryption).

6. How can you access, rectify and receive your data, request that your data be erased, or restrict/object to processing? Can your rights be restricted?

You have the right to access, rectify and receive your personal data, not to be subject to a decision based solely on automated processing, to have your data erased and to restrict and/or object to the processing of your data (Articles 18 to 24 DPR).

If you would like to exercise any of these rights, please write to the delegated data controller at PDPatentIntelligence-DPL@epo.org

In order to enable us to respond more promptly and precisely, you always need to provide certain preliminary information with your request. We therefore encourage you to fill in this [form](#) and submit it with your request.

We will reply to your request without undue delay and in any event within one month of receipt of the request. However, Article 15(2) DPR provides that this period may be extended by two further months where necessary in view of the complexity and number of requests received. We will inform you of any such delay.

7. What is the legal basis for processing your data?

Personal data are processed on the basis of Article 5 (a) DPR: processing is necessary for the performance of a task carried out in the exercise of the official activities of the European Patent Organisation or in the legitimate exercise of the official authority vested in the controller, which includes the processing necessary for the Office's management and functioning.

8. How long do we keep your data?

Personal data will be kept only for the time needed to achieve the purposes for which it is processed.

The retention period depends on the purpose for which the data is stored: category:

(a) contact details for the mailing lists and alerts are kept until the data subjects unsubscribe themselves from the mailing list;

(b) events: until after the event, and the contact details of the self subscription are then kept for mailing purposes (see category (a)). Academy only keeps the contact details and deletes the other data that might have been collected;

(c) research programmes and schemes: the retained candidates' data will be included in the Agreement and kept as long as the Agreement is kept according to the EPO's retention policy for contracts (presently 12 years). Personal data of unsuccessful candidates are destroyed one year after submission, but the email addresses will be kept for mailing purposes (category (a)).

Sound, video and audio-visual recordings/photographs of meetings/events and podcasts can be kept up to 25 years for educational, institutional, historic, informational and/or promotional reasons. Such data may be published on the EPO intranet, the EPO website, or made available via the Office's other social media channels or the e-centre portal. If this is the case, exposure of personal data will be limited as much as possible, for example, by keeping only the name, surname, and photographs.

9. Contact information

If you have any questions about the processing of your personal data, please write to the delegated data controller at PDPatentIntelligence-DPL@epo.org

You can also contact our Data Protection Officer at dpo@epo.org.

Review and legal redress

If you consider that the processing infringes your rights as a data subject, you have the right to request review by the controller under Article 49 DPR and, if you disagree with the outcome of the review, the right to seek legal redress under Article 50 DPR.