

## **Data protection statement on the processing of personal data in the organisation and management of meetings and events by Data Protection Office**

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 data protection statement relates to the processing of personal data by the Data Protection Office of the European Patent Office ("DPO"), for the purpose of organising and managing on-site, virtual and hybrid meetings and events, such as conferences or training sessions (hereinafter collectively referred to as "events"). The data are processed to coordinate and manage these events and for activities related to those events and to the DPO mandate, including for accountability, communication, transparency and educational and purposes.

More information on the processing of personal data by the DPO can be found [here](#).

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

Depending on the specific event, the activities that need to be carried out may change, as well as the categories of personal data processed. However, to organise and manage the events, the DPO performs the following activities which may require the processing of personal data:

- a. Invitations, processing for the registration process and for logistics:
  - collecting contact details and sending the invitations
  - managing responses and registrations
  - co-ordinating logistical needs
  - providing event-related information.
- b. Coordination of the speakers, panellists and moderators attending the events
  - gathering relevant information about them, such as biographies or CVs, photos and professional details for meeting/event materials.
  - including information about them in the programme shared with the attendees, other participants or the public.
  - publishing/posting relevant information for promotional purposes, e.g. in press releases, news items or social media
  - collecting opinions and statements about the event.

- c. Documentation and promotional activities
  - Creation of multimedia content generated during the event (e.g. video recording or photographs) and their distribution for promotional purposes across the EPO's internal and external platforms such as, but not limited to, newsletters, the EPO website, podcasts and social media.
- d. Online meeting/event hosting
  - using general hosting sites such as, but not limited to, MS Teams, Zoom.
  - using interactive tools such as Slido, which can be used by participants to send their questions anonymously.
- e. For in-site events:
  - registering participants upon arrival and verifying their identity as needed.
  - managing seating arrangements, accessibility, accommodations, catering and other logistical requirements.
  - providing the necessary meeting/event materials and follow-up information on site.
  - Surveys and feedback during and after the events

The processing activity may leverage the use of artificial intelligence (AI) in its applications, services. More specifically, we may use AI systems to enhance productivity, drafting of documents. The deployment and use of AI in this processing activity adheres to stringent requirements in the processing of personal data”.

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 which 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).

## **2. What personal data do we process?**

The following categories of personal data are processed:

- identification and contact information such as title, name, surname, short biographies, ID/passport number, phone number, and email.
- professional details such as profession, job position, organisation/company/institution, country and city, presentations and biographies or CVs.
- other information provided by the participant when entering a contest that may contain personal data.
- health-related data: for on-site events, information such as mobility. This information is anonymised for utmost discretion and used only for the purpose of providing data subjects with the best possible service.
- voice, visual and audio-visual material: images, photos, questions asked using the meeting/event organiser's Q&A tool, interviews, statements, opinions and other contributions.

## **3. Who is responsible for processing the data?**

Personal data are processed under the responsibility of Directorate D07 Data Protection Office, acting as the EPO's delegated data controller.

Personal data are processed by the EPO staff involved in managing the initiative, project or activity of the DPO as referred to in this statement.

Other EPO departments and external contractors involved in managing the events and providing support for the activities mentioned above may also process personal data.

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

Personal data are disclosed on a need-to-know basis to:

- EPO staff working in PD Communication and their providers, involved in promotional and communication activities.
- EPO staff in the Facility Management Department and their providers, who provide support for internal hospitality included special need requests, security, and logistics.

Multimedia material generated in the context of the events may be made available to the general public through the external communication channels, such as the EPO website or the EPO social media pages and accounts.

Personal data may be disclosed to third-party service providers for maintenance and support purposes.

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.

#### **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. Appropriate levels of access are granted individually only to the above-mentioned recipients.

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.

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. The EPO has also carried out a privacy and security risk assessment. 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).

In principle, the EPO has adopted a paperless policy management system; however, if paper files containing personal data need to be stored on EPO premises, they are locked in a secure location with a restricted access.

#### **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 have valid reasons for not appearing in photographs or video footage and wish to exercise your data protection rights, please inform the organiser.

All data subjects have the right to object to the processing of their data if they have compelling or legitimate grounds. To do so, data subjects are encouraged to contact the event organiser in advance to allow them to take their request into account. This proactive communication will allow us to accommodate your preferences, thus ensuring their rights are respected in the meeting/event planning and documentation. For instance, during an online event, the camera can be switched off.

If you would like to exercise any of these rights, please write to the delegated data controller at [dpo@epo.org](mailto:dpo@epo.org) (for internal staff) or [dpoexternalusers@epo.org](mailto:dpoexternalusers@epo.org) (for external staff).

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](#) (for externals) or this [form](#) (for internals) 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 DPR are as follows:

- a. 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.

For health-related data, personal data are processed in accordance with Article 11(2)f of the DPR. This includes, for instance, special assistance.

## 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 and then deleted from its databases as follows:

- a. Personal data related to sound, video and audio-visual recording/photographs of DPO meetings/events are stored for institutional, historical, and/or informational purposes for a period of 10.
- b. Personal data related to the contact details of moderators, speakers and all stakeholders that actively participate in meetings/events are stored and deleted after a period of 5 years.
- c. Any other data (e.g.: ID/Passport numbers, profession, individualised information regarding the type of transport) will be stored and deleted after a maximum period of 1 year following the meeting/event.
- d. Health-related data are stored and then deleted after a maximum period of 1 month following the meeting/event if the participant has not withdrawn their consent. If consent has been withdrawn, the data will be deleted without undue delay. If a health-related incident has been reported after the meeting/event, health-related data is stored until the closure of any legal proceedings.
- e. As for personal data made available on social media for promotional purposes only, the retention period will be determined by the platforms in question.

In the event of a formal appeal/litigation, all data held at the time the formal appeal/litigation was initiated will be retained until the proceedings have been closed.

## **9. Contact information**

If you have any questions about the processing of your personal data, please write to the delegated data controller at [dpo@epo.org](mailto:dpo@epo.org) (for internal staff) or [dpoexternalusers@epo.org](mailto:dpoexternalusers@epo.org) (for external staff).

## **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.