



## **PROTECTION OF YOUR PERSONAL DATA**

**This privacy statement provides information about the processing and the protection of your personal data.**

**Processing operation:** Processing of personal data in the framework of the management and organisation of the Twelfth EDCTP Forum

**Record reference:** DPO-03-06

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## **1. Introduction**

The protection of your privacy is of high importance to the Global Health EDCTP3 JU. The Global Health EDCTP3 JU is committed to respecting and protecting your personal data and ensuring your privacy rights.

All data of a personal nature processed within the framework of organising the Twelfth EDCTP Forum in Kigali, Rwanda, namely data that can identify you directly or indirectly, will be handled fairly, lawfully and with due care.

This processing operation is subject to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. The information in this communication is given pursuant to Articles 14, 15 and 16 of Regulation (EU) 2018/1725.

This Privacy statement provides detailed information on all types of data that can be processed in the Twelfth EDCTP Forum, organised by Global Health EDCTP3 JU.

## **2. Controller/ Joint controllers/Processors**

The relevant processing operation are under the responsibility of the Executive Director of the Global Health EDCTP3 JU, acting as the Data Controller. Your personal data are processed on the basis of applicable data protection legislation by Global Health EDCTP3 JU, located Avenue de la Toison d'Or, 1060 Brussels, Belgium. The Global Health EDCTP3 JU can be contacted by post (postal address TO-56, B-1049, Brussels, Belgium) or by email to [Info@global-health-edctp3.europa.eu](mailto:Info@global-health-edctp3.europa.eu)

The Global Health EDCTP3 JU has appointed a Data Protection Officer (DPO). The task of the DPO is to ensure, in an independent manner, that the Union body complies with the data protection law and protects individuals' rights and freedoms by protecting effectively their personal data. The DPO of the Global Health EDCTP3 JU can be contacted by post (postal address TO-56, B-1049, Brussels, Belgium) or by email to [data-protection@global-health-edctp3.europa.eu](mailto:data-protection@global-health-edctp3.europa.eu)

The Rwanda Biomedical Centre (RBC) [RBC: Home](#) KG 644 St, Kigali, Kimihurura, Kigali, Rwanda, P.O. Box 7162, as co-host of the Twelfth EDCTP Forum, is acting as data processor.

The external contractor of the Global Health EDCTP3 JU responsible for the organisation and management of the Twelfth EDCTP Forum is cecoforma SA, Rue Léon-Frédéricq 14, 4020 Liège, Belgium, is acting as data processor.

## **3. Why and how do we process your personal data?**

### **Registration to the conference**

Global Health EDCTP3 JU processes participants' contact details for the purpose of registering in the event and managing participation, including communication activities.

For the registration of participants (for all profiles with the exception of invited speakers and media representatives) following personal data will be processed:

- Title, first name, family name, organisation, organisation type, function in the organisation, email, country, photo, quality of grant holder, gender, any previous attendance, request for wheelchair accessibility.

For the registration of invited speakers, following personal data will be processed:

- Title, first name, family name, organisation, organisation type, function in the organisation, email, country, photo, quality of grant holder, gender, any previous attendance, contact phone number and short bio, request for wheelchair accessibility.

For the registration of media representatives, following personal data will be processed:

- Title, first name, family name, media outlet name, a copy of the press accreditation, email, country, photo, quality of grant holder, gender, any previous attendance, request for wheelchair accessibility

The external contractor of Global Health EDCTP3 JU, event management company cecoforma SA, will process the personal data mentioned above as processor on behalf of the Global Health EDCTP3 JU for the purposes of the registration.

For the registration to the event, the Stova platform ([Event Management Solutions - Stova](#)) will be used as sub-processor of cecoforma SA. Personal data collected during the registration for the EDCTP Forum will be processed on servers located in the EU.

### **In-person participation**

The following personal data are processed for the in-person participation and access to the venue:

- Title, first name, family name, organisation, organisation type, function of the organisation, email, country, photo, request for wheelchair accessibility

In case of sponsored participants following personal data are processed for reimbursement purposes:

- Title, first name, family name, organisation, organisation type, function of the organisation, email, country, photo, request for wheelchair accessibility, DNI/Passport number, birth date, city of departure, bank details and address for reimbursement purposes, individualised information on the form of transport and accommodation.

For the sponsored participants, the processor, cecoforma SA, will also process the above data for preparing and delivering their attendance certificates (on demand) and gathering their signatures for the accommodation allowance. Badges will be delivered to participants at the registration desk.

The Rwanda Biomedical Centre (RBC) will have access to the following data of the on-site participants: title, first name, last name, gender, email address, country, organisation, and position. This transfer is carried out for the purpose of ensuring security in the venue of the Twelfth EDCTP Forum and respecting the protocol in case of presence of local and foreign government representatives.

### **Pictures and Videos**

Based on your consent, the Global Health EDCTP3 JU may take photos and videos of the event and publish them on Global Health EDCTP3 JU intranet, internet site and other Global Health EDCTP3 JU social sites ([X](#), [LinkedIn](#) and Youtube). Videos and pictures will be taken during the event, and parts of it may be recorded and/or web-streamed. If you are not a speaker, you will appear in videos or pictures only if you give your consent at the registration desk.

#### **4. Categories of data subjects**

- Any natural person that registers to participate in the EDCTP Forum and participates in person.
- Global Health EDCTP3 JU staff that registers and participates in the EDCTP Forum.

#### **5. Which personal data do we collect and further process and on which legal grounds?**

We process your personal data for the following purposes related to the Forum organisation:

1. To allow participants to register, so to attend the Forum
2. To provide periodic reminder about the Forum
3. To provide access to the venue of the Forum
4. To manage participation in the event
5. To manage any Forum follow-up actions
6. To share Forum's content (videos and photos) via communication channels (social media and websites)
7. To prepare aggregated statistical reports
8. To reimburse expenses for the sponsored participants
9. To subscribe to the Global Health EDCTP3 JU newsletter
10. To inform participants for future Global Health EDCTP3 JU events
11. To increase networking opportunities amongst participants

The lawfulness for the organisation, management and follow up of the Forum is Article 5.1 (a) of Regulation 2018/1725 (*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*).

Sensitive personal data (wheelchair accessibility) are processed based on Article 10.2(b) of Regulation 2018/1725 (*processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment*

*and social security and social protection law insofar as it is authorised by Union law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;)*

The specific legal basis of the processing is Council Regulation (EU) 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe, including Global Health EDCTP3 JU, in particular Article 19(6).

You will only be photographed for communication purposes based on your consent given at the registration desk (Explicit consent Article 5.1(d) of Regulation 2018/1725). Photos taken under private capacity do not fall under the responsibility of the Global Health EDCTP3 JU.

You can provide your consent in order to subscribe to the Global Health EDCTP3 JU newsletter. You can give your consent via a clear affirmative act by ticking the box on the online registration form. For more information how to withdraw your consent, please see Paragraph 10 of this document.

You can also provide your consent in order for Global Health EDCTP3 JU to share your email address with the other participants for networking opportunities. You can give your consent via a clear affirmative act by ticking the box on the online registration form. For more information how to withdraw your consent, please see Paragraph 10 of this document.

## **6. Who has access to your personal data and to whom is it disclosed?**

Personal data depending on its type and the purposes of its processing is made accessible only on a need-to-know basis to Global Health EDCTP3 JU staff members and to the third party contractors and their subcontractors, that assist the Global Health EDCTP3 JU for the organisation of the Forum. Third parties, such as the event management company, as processor and their sub-processors, are allowed to process your personal data on our behalf on our explicit written instruction, only. We ensure that third parties are committed to observing the safety and integrity of your personal data.

Following your explicit consent in the registration form, the names of the participants, function and email address will also be shared with the rest of the attendees.

## **7. How long do we keep your personal data?**

Your personal data are only processed for as long as needed to achieve the purposes listed under Paragraph 5 above. However, we may keep your information for a longer period for statistical purposes (data aggregation).

Your personal data submitted via registration form will be deleted after maximum one year following the last follow-up action. In case of sponsored participants, part of the data (name, surname, title, signature, email, bank details, fiscal code and address if applicable) is stored for accountancy purposes for a maximum period of 10 years.

Sensitive personal data (i.e. wheelchair accessibility) will be erased directly after the event.

The videos and recordings will be published on the Global Health EDCTP3 JU website and social media. Videos and photos of the Forum will be archived after maximum 10 years

according to the legal archiving obligations and will be no longer available on the Global Health EDCTP3 JU website anymore after that period. Please note however, that once information including personal data, is uploaded online, it can be used by third parties for their own purposes, in their own platforms, and sometimes without the Global Health EDCTP3 JU being informed. In such cases please note that it may not be possible for us notwithstanding any implemented safeguards, to ensure removal from internet after the retention period has expired.

## **8. Transfer to a third country or international organisation**

In processing your personal data, the processor of Global Health EDCTP3 JU will employ data processors located in third countries.

**For the registration:** The registration platform Stova participates in the EU-US Data Privacy Framework, ensuring adequate level protection. Additionally, all personal data collected during the registration for the EDCTP Forum will be stored on servers located in the EU.

**For the on-site participation:** Personal data of onsite participants attending the Twelfth EDCTP Forum in Kigali, Rwanda, will be transferred by Global Health Joint Undertaking (Global Health EDCTP3 JU), acting as data exporter, to the Rwanda Biomedical Centre (RBC), acting as data importer. The categories of personal data transferred include title, first name, last name, gender, email address, country, organisation, and position. This transfer is carried out for the purpose of organising and managing the event in accordance with the mandate of both parties and to facilitate participants' involvement in the Forum.

In particular, the data of the onsite participants will be transferred to the Rwanda Biomedical Centre (which is the local co-host of the event), that will process the data for the purpose of ensuring security in the venue of the Twelfth EDCTP Forum and respecting the protocol in case of presence of local and foreign government representatives.

As the organisation of the Forum is part of the public mandate of Global Health EDCTP3 JU, the transfer is necessary for important reasons of public interest, in accordance with Article 50(1)(d) of Regulation (EU) 2018/1725. An administrative agreement between Global Health EDCTP3 JU and the RBC has been concluded in order to ensure that appropriate supplementary measures are in place for the protection of personal data in the third country, according to the EU standards. The data will be retained by RBC only until the conclusion of the event and will be deleted immediately thereafter.

The above ensure that your personal data is safeguarded and handled in compliance with the highest standards of data protection and privacy.

## **9. How do we protect and safeguard your personal data?**

We do our utmost to process only those personal data which are necessary to achieve the purposes listed under Paragraph 5 above.

We will take appropriate technical and organisational measures to keep your personal data safe from unauthorized access or theft as well as accidental loss tampering or destruction. Access by our personnel or third parties' personnel will only be on a need-to-know basis and be subject

to strict confidentiality obligations. Access control and technical measures such as secure connections and firewalls are also applied.

Based on the agreement between Global Health EDCTP3 JU and RBC supplementary technical measures have been agreed, such as, when in transit and at rest, data is encrypted, user access management with clear roles and responsibilities and limited access rights, measures to detect unauthorized access, implementation of industry standard security measures, physical security of the device that can access the personal data, testing before use of the measures, etc.

## **10. What are your rights and how to exercise them?**

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725. In particular:

- You have the right to request access to all personal data processed by us pertaining to you.
- You have the right to rectification, i.e. to ask that any personal data pertaining to you that are inaccurate, be corrected.
- You have the right to withdraw your consent for processing of your personal data.
- You have the right to erasure, i.e. to request that personal data pertaining to you be deleted if these data are no longer required in the light of the purposes outlined above in Paragraph 5.
- You have the right to restriction instead of deletion, i.e. to request that we limit the processing of your personal data.
- You have the right to object to the processing of personal data if the processing by us is necessary for the performance of a task carried out in the public interest, unless if we demonstrate compelling legitimate grounds which override your interests, rights and freedoms or for the establishment, exercise or defense of legal claims.
- You have the right to data portability, i.e. to receive from us in a structured, commonly used and machine-readable format all personal data you have provided to us if the processing is based on your consent or a contract with you and the processing is carried out by automated means.

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Global Health EDCTP3 JU Data Protection Officer by post (postal address TO-56, B-1049, Brussels, Belgium) or by email to [data-protection@global-health-edctp3.europa.eu](mailto:data-protection@global-health-edctp3.europa.eu)

## **How to withdraw your consent and the consequences of doing this**

The event website ([www.edctpforum.eu](http://www.edctpforum.eu)) and the registration form are managed by the Global Health EDCTP3 JU.

The event website has no active cookies. However, some linked pages, such as the registration form are hosted in the main Global Health EDCTP3 JU website [www.global-health-edctp3.eu](http://www.global-health-edctp3.eu)

[edctp3.europa.eu](https://edctp3.europa.eu) where cookies are active based on your consent. For information on how to withdraw your consent for cookies, please refer to [Global Health EDCTP3 Cookie policy](#).

You can withdraw your consent to the use of your data provided in the registration form at any time, by contacting Global Health EDCTP3 JU at [data-protection@global-health-edctp3.europa.eu](mailto:data-protection@global-health-edctp3.europa.eu)

You have the right to withdraw your participation to the event. You can also withdraw your consent regarding the processing of your photographs depicting you at any time by informing the staff at the registration desk at the event, or later by contacting Global Health EDCTP3 JU at [data-protection@global-health-edctp3.europa.eu](mailto:data-protection@global-health-edctp3.europa.eu)

Please note that withdrawing your consent does not affect the lawfulness of processing your personal data based on your consent before its withdrawal.

### **The European Data Protection Supervisor (EDPS)**

If you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Global Health EDCTP3 JU, as a data subject, you have a right to recourse to the European Data Protection Supervisor (EDPS) at any time by e-mail to [edps@edps.europa.eu](mailto:edps@edps.europa.eu) or a letter to the EDPS postal address marked for the attention of the EDPS DPO:

European Data Protection Supervisor  
Rue Wiertz 60  
B-1047 Brussels  
BELGIUM

For more information on the EDPS, please consult their website: <https://www.edps.europa.eu>.

## **11. Where to find more detailed information?**

The Global Health EDCTP3 JU Data Protection Officer (DPO) publishes the Register of all processing operations on personal data by the Global Health EDCTP3 JU on the Global Health EDCTP3 JU's website. The Register can be found [here](#).

This specific processing operation has been included in the Global Health EDCTP3 JU Public Register with the following Record reference: DPO-03-06.