

ANNEX A – DATA PROTECTION NOTICE

Protection of personal data of participants to meetings organised by EFCA.

Description: Personal data related to this invitation will be processed¹ in accordance 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 and bodies.

Purpose: The purpose of the processing of personal data for the meeting is: Management of the meeting, including management of: lists of contacts, invitations, participants, reimbursement of participants, reports, distribution of reports, feedback on reports, meeting follow-up, follow-up meetings, follow-up actions, information sharing.

Personal data collected and further processed are:

- Data necessary for the organisation and management of the meeting, such as Gender (needed for the right title)/ name/ surname/ profession/ postal & e-mail address/ phone & fax number...
- Identity/ passport no (for access control purpose by security guards to EFCA premises)
- Information about the form of transport used and hotel and banking information (for purpose of reimbursement of travel expenses/ allowances)

Controller: Head of Unit Coast Guard and International Programmes, European Fisheries Control Agency. As regards the information collected for the purpose of reimbursement of travel expenses/allowances, the Controller is the Head of Unit Resources, European Fisheries Control Agency.

Recipients: The access to all personal data as well as all information collected in the context of this meeting, and the organisation thereof, is only granted to a defined population of users, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with EU legislation. These users typically are: The chairperson and the secretary of the meeting, both supported by a team in the administrative and operational services inside EFCA and the Bank Account File and Legal Entity File department in DG Budget (European Commission) for the check and validation.

Data retention: Your personal data will be part of a list of contact details shared internally amongst EFCA services for the purpose of contacting data subjects in the future in the context of EFCA activities. If you do not agree with this, please contact the Controller by using the contact information mentioned in the invitation letter and by explicitly specifying your request.

Files relating to reimbursement procedures including your personal data are to be retained in the service in charge of the procedure (Unit Resources and IT, section Budget & Finance) until it is finalised, and in the archives for five years from the date on which the European Parliament grants discharge for the budgetary year to which the documents relate. All these files could be retained until the end of a possible audit if one started before the end of the above period.

Contact: Please use the contact information mentioned in the invitation letter.

Recourse: You are entitled to have recourse at any time to the European Data Protection Supervisor²

¹ See the link <https://www.efca.europa.eu/content/personal-data-protection>

² See the link: <http://www.edps.europa.eu>