

Moving Europe towards a sustainable and safe railway system without frontiers.

Data Protection Notice

Processing of personal data for events organised or co-organised by the European Union Agency for Railways.

1. Introduction

This notice explains the reason for the processing of your personal data in the context of events organised or co-organised by the European Union Agency for Railways (ERA). It explains the way we collect, handle, and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer, and the European Data Protection Supervisor.

Events include conferences, workshops, dissemination and trainings, exhibitions, meetings, e.g., Working Parties, and are either in physical, hybrid or online format. Webinars as a specific type of online event are governed by Data Protection Notice Webinars. Online trainings may be provided via the Agency's e-Learning platform Moodle (Data Protection Notice Moodle – eLearning platform).

Your personal data are processed in accordance with [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 and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

For more information about the processing in question, you are invited to contact ERA through the addresses provided in section "Contacts".

2. Controller of the processing operation

The Controller determining the purpose and means of the processing of your personal data is the European Union Agency for Railways (ERA). The entity responsible for managing the personal data processing is the Head of Monitoring, Analysis, Research and Stakeholders Unit.

3. Purpose of the processing operation

The EU Agency for Railways collects and processes your personal data to provide you with information about events it is organising (directly or indirectly) or co-organising with other institutions/organisations (before, during and after). It also processes your personal data to manage your application for participation, your registration, your payment of a registration fee, or any reimbursement for that event.

Audio-visual recording of the speakers, organisers, and participants, as well as photographs of the speakers and panoramic photographs of participants and organisers will be taken and published in the context of the event through the Agency communication channels (e.g., website, YouTube, social media, etc.).

Participants that do not wish to be part of the above recording/publishing activities have the possibility to object to this processing. Objecting participants will sit in specific areas and will obtain a special badge.

4. Data Processed

Only data necessary for the organisation and management of the conference will be processed. Those could be:

- *title (not compulsory)*
- *name*
- *surname*
- *profession/ job-title*
- *organisation and professional contact details*
- *VAT number if applicable*
- *financial information (such as a payment card number)*
- *Live web streaming and/or audio and video recording, pictures of participants*
- *Live web streaming and/or audio and video recording, pictures, biographies, presentations of speakers and other materials, processed and published in the context of the event.*

The EU Agency for Railways will use its Stakeholder Relationship Management Tool (SRMO) to process the personal data collected in the framework of events directly managed (Data Protection Notice SRMO).

Regarding events managed through contractors (e.g., major conferences planned in the multi-annual Communication and Dissemination Plans) personal data may be registered on contractor platforms outside SRMO. Therefore, a specific privacy notice may be issued to describe such processing.

For events directly managed by ERA, the controller must obtain consent for the processing operations indicated below:

- *Photographs and/or audio-visual recordings taken during the event on behalf of the EU Agency for Railways by an authorised external service provider or by ERA staff itself. (Data Protection Notice publication_informational_promotional_photos_videos) and consent forms – specific consent may be required for speakers)*
- *a list of participants' contacts (email address, name, surname, organisation) may be shared with those that share their agreement. (Consent Form/template for registration form).*

If you opt-in, you are giving us your explicit consent under Article 5(1)(d) of Regulation (EU) 2018/1725 to process your personal data for those specific purposes. You can give your consent via a clear affirmative act by ticking the box(es) on the online registration form or in the provided consent form.

Regarding payment of the registration fees, or participation if credit card is the preferred option they are processed through the *Stripe* platform ([Privacy Policy stripe.com](https://www.stripe.com/privacy-policy)), or alternatively via bank transfer.

The data controller shall not be held accountable for any processing of personal data that you might carry out on your own initiative during or after the event.

Finally, ERA or contractors may collect feedback on the event from the participants using different tools, but always ensuring anonymous response.

5. Recipients of personal data

Access to your personal data is provided to the EU Agency for Railways staff which is responsible for carrying out this processing operation and to Agency contractors according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

All recipients of the data are reminded of their obligation not to use the data for any further purpose other than the one for which they were collected.

The personal information collected will not be communicated to third parties, except where necessary for the purposes outlined and to the entities identified above. Personal data is not intended to be transferred to a third country outside the EU, unless explicitly mentioned.

However, upon publication, any individual could be a potential recipient of the personal data published, e.g., in social media, YouTube, Web.

6. Your Rights as data subject

You have the **right to access** your personal data, which is the right to obtain confirmation about your data processed by the Agency and the **right to ask for correction** of any inaccurate or incomplete personal data. You have also the **right to object to the processing or request the erasure** of your personal data, which will be implemented as soon as your specific request will have been deemed legitimate.

Generally, you may withdraw your consent at any time by writing at AODMars@era.europa.eu, and that will not affect the lawfulness of the processing of your personal data prior to such withdrawal.

However, published materials based on prior written consent cannot be withdrawn, due to the public availability of contents through web communication channels, (Agency's website, YouTube and social media channels).

If you have any queries concerning the processing of your personal data, you may address them to the data Controller. You will find the address in the Contacts below.

7. Legal basis for the processing operation

The legal basis for the processing is:

- [Agency Regulation \(EU\) 2016/796](#)
- [Single Programming Document](#)
- [MB Decision n° 333 adopting ERA multi-annual Communication and Dissemination Plan \(2024-2028\)](#).

Lawfulness:

The above data processing operation is carried out in accordance with Art. 5 (1)(b) and 5 (1)(d) of Regulation (EC) 2018/1725: processing is necessary for the performance of a task carried out in the public interest and upon consent.

8. Time limit for storing the data

For personal data processed through the Stakeholder Relationship Management System see SRMO (Data Protection Notice SRMO).

For events organised without using SRMO, the time limit will be agreed with an eventual contractor and published in the relevant Data protection notice.

9. Contacts

All your requests concerning your data protection rights should be addressed to the Data Controller at AODMars@era.europa.eu. In case you have any questions related to the protection of your personal data, you can also contact the ERA Data Protection Officer at Dataprotectionofficer@era.europa.eu.

You have at any time the right of recourse to the European Data Protection Supervisor at edps@edps.europa.eu.