



# 2016 / Tenth edition of the European Development Days

COMMUNITY

## 1. The Specific e-Service “Registration to the «tenth edition of the European Development Days»”

This e-Service is made available on this web page in order to offer an online electronic registration for the tenth edition of the European Development Days. While registering your personal data will be collected and further processed for the purposes detailed hereafter under point 2. This e-Service and the meeting are under the responsibility of Mr. Fernando Frutuoso de Melo, Director General, Directorate-General for Development and International Cooperation, acting as the Controller.

As this e-Service collects and further processes personal data, Regulation (EC) 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data is applicable.

## 2. What personal information do we collect, for what purpose and through which technical means?

### Identification Data

The personal data collected and further processed are the following mandatory fields: First Name, Family Name, Nationality, E-mail address, Position and Organisation.

The purpose of the processing of personal data for the e-Service as well as for the Meeting is: Management of the registration to the Meeting, including management of lists for contacts, invitations, participants, reports, distribution of reports, feedback on reports, meeting follow-up, follow-up meetings, follow-up actions, information sharing, and publication of minutes of the Meeting on EDD website.

The legal basis for the organisation of this Meeting, including its management and the related processing, is the Work programme for 2013 adopted by Decision of the Commission C\_2011 9586.

### Technical information N/A

## 3. Who has access to your information and to whom is it disclosed?

Your information will be accessed by those managing the registration to the tenth edition of the European Development Days. It shall not be disclosed to any other party.

No personal data is transmitted to parties, which are outside the recipients and the legal framework mentioned.

## 4. How do we protect and safeguard your information?

The collected personal data and all information related to the above mentioned meeting is stored on the servers of the external contractor or its subcontractor acting as processor which will house and operate the site, which guarantees a complete confidentiality of the collected data as required by the Regulation (EC) 45/2001.

## 5. How long do we keep your data?

Your personal data is kept as long as follow-up actions to the above mentioned Meeting are necessary with regard to the purpose of the processing of personal data for the e-Service as well as for the meeting and its related management. Moreover, your personal data will be part of a list of contact details for the

purpose of contacting you in the future in the context of the preparation of the 2016 edition of the European Development Days and future editions if any.

If you don't agree that your data are kept after the conclusion of the Meeting, you can either opt-out when registering or contact the Controller (point 7 below) explicitly specifying your request.

## 6. How can you verify, modify or delete your information?

**Please contact:**  
[community@eudevdays.eu](mailto:community@eudevdays.eu)

## 7. Contact Information

In case you have questions related to this e-Service, or the organisation of the Meeting, or concerning any information processed in the context of the meeting, or on your rights, feel free to contact the support team, operating under the responsibility of the Controller, using the following contact information:  
[europeaid-edd2016@ec.europa.eu](mailto:europeaid-edd2016@ec.europa.eu)

## 8. Recourse

Complaints, in case of conflict, can be addressed to the European Data Protection Supervisor.