



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

**This privacy statement describes the processing and the protection
of your personal data**

Data processing: AGM – Tool for organising meetings and managing reimbursement of expenses incurred by participants.

Data controller: *PMO.5*

Record reference: DPR-EC-01141

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1. Introduction

The European Commission (hereafter 'the Commission') is committed to protecting your personal data and respecting your privacy. The Commission collects and processes personal data pursuant to Regulation [\(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons 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.

This privacy statement explains the reason for the processing of your data, the way we collect, handle and ensure protection of 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.

The information on processing relating to reimbursement of experts and candidates in AGM under the responsibility of PMO.5 is detailed below.

2. Why and how do we process your personal data?

Purpose of the processing:

AGM (Advanced Gateway to your Meetings) is used to process data in order to organizing meetings and managing reimbursement of expenses incurred by participants invited by the European Commission. AGM is also used for the reimbursement of expenses of candidates invited to the oral tests of an open competition or selection procedure, to an interview or to a medical examination.

3. On what legal grounds do we process your personal data?

For the purposes of Article 5(1) of the Regulation, we process your data because:

- a) 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;

Your data are processed pursuant to:

- Financial Regulation – Regulation (EU, Euratom) 2024/2509 on the financial rules applicable to the general budget of the Union,
- Commission Decision of 5 December 2007 – Rules on the reimbursement of expenses incurred by people from outside the Commission invited to attend meetings in an expert capacity (C(2007)5858) and/or
- Regulation 1962/31 of 1 January 1962 laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community, in particular Articles 11, 12, 13 and 17, and successive amendments and/or
- Commission Decision of 6 November 2002 (C(2002) 4367) establishing an Office for the administration and payment of individual entitlements.

4. Which personal data do we collect and process?

In order to process the data, the Data Controller, PMO.5, collects and processes the following categories of personal data through AGM:

- First name and surname

- Email address
- Unique identifier used by the European Commission's Authentication Service (EU Login ID)
- Information on the transport expenses of reimbursable participants
- Information on the subsistence expenses of reimbursable participants
- The data in the legal entity form (e.g. ID document, private or professional address of the reimbursable participant, etc.). The data in the bank account form of the reimbursable participant (account number, name of account holder and any other information needed to identify the account to which payment is to be made)
- EU Login data

Through AGM it is also possible to process the first name, surname, email address, EU Login and login data of the meeting assistants in charge of organisation and the Commission's financial officers responsible for making the reimbursements.

There is no reference in the personal data to ethnic or racial origin, political opinions, religious or philosophical beliefs, trade union membership, health or sexual orientation.

5. How long do we keep your personal data?

The Data Controller, PM0.5, keeps your personal data only for as long as is necessary for the purposes for which the personal data are collected and processed, namely:

Financial documents are kept for 10 years.

6. How do we protect your personal data?

All personal data in electronic format (emails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

7. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and authorised for this staff according to the 'need to know' principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

This includes:

- For the purpose of organising the meeting, in particular sending the invitations, organisations must provide the first name, surname and email address of government experts attending the meeting on their behalf.
- These data can also be seen by the staff of the Directorate-General responsible for organising the meeting, and by the staff in charge of reimbursement.
- Participants, when attending a meeting with other participants in the same delegation,

can see the first name(s), surname and email address of each of them. The indicator showing which of the participants will be reimbursed can be seen by all the participants in a delegation.

- Correspondents for a delegation can see the status of a reimbursement request by participants in their delegation. The amount reimbursed is not visible.
- Users in the services can access the personal data of the participants and contact persons in public organisations solely for the meetings for which these same users are responsible.
- Users in the services have access to information on transport and hotel expenses and also bank information for the purpose of reimbursement of travel expenses/allowances.
- The European Commission's technical staff or the IT service provider has access to the system data for the purpose of resolving any technical issues.
- PMO ex-post control and PMO LAW if needed
- Line managers, authorising officers by delegation and/or subdelegation.
- Investigation and control bodies also receive data: IAS, IAC, OLAF, IDOC.

Outside the organisation, your personal data are (or may be) transferred to:

- the Court of Auditors, the European Ombudsman and the EDPS.

8. What are your rights and how can you exercise them?

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access your personal data and to rectify them in cases where your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

You have the right to object to the processing of your personal data lawfully carried out pursuant to Article 5(1)(a) on grounds relating to your particular situation.

You have consented to provide your personal data to the Data Controller, i.e. the PMO, for the present processing operation. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you withdrew your consent.

You can exercise your rights by contacting the Data Controller, or in the event of conflict the Data Protection Officer. If necessary, you can also address a complaint to the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or more specific processing operations, please provide the description of these operations (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

9. Information on contact persons

The Data Controller

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 Data Controller: PMO-LUX-MAIL@ec.europa.eu.

The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) 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 Data Controller.

10. Where to find more information

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-EC-01141.3