

# Participant Privacy Information Notice for the SHUTTLE Webinar

30 March 2019  
Paris, France

This document presents information about the processing of personal data of attendees of the SHUTTLE Webinar.

This event IS NOT a call for tenders, NOR a pre-qualification exercise, NOR the request of Expression of Interest. This event is organised to provide PCP's partners with information about the technology state-of-the-art and present the future procurement specifications and strategies. The participation to this event does not oblige any project partners to enter in a contractual agreement with any interested party. The competitive phase of the PCP public procurement procedure will be conducted separately with an open and advertised public procurement procedure.

**Description:** Personal data related to this event will be processed in accordance with the EU General Data Protection Regulation 2016/679.

**Purpose:** The purpose of the processing of personal data for the event is the management and organization of the event, including management of lists for contacts, invitations, participants, information sharing and publication on the SHUTTLE website dedicated to the event.

**Personal data collected and further processed are:**

- Data necessary for the organization and management of the meeting, such as first name, last name, organization, function, country, email address

Providing this information is necessary for your registration and access to the event premises.

Your consent is required for:

- event attendee list containing your name and affiliation which will be shared among participants

**Data controller:** ARTTIC, as the meeting organizer and partner of the SHUTTLE project, is the Data controller of all the above personal information collected from you and used for the purposes explicitly identified below. ARTTIC is a French company incorporated



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under registration number 34411239600058 with offices at 58A rue du dessous des berges, 75013 Paris, France. ARTTIC will collect and use the above-mentioned personal information only to the extent necessary for organizational purposes, to provide you with information about the event (before, during and after) and process your application to participate. Where necessary, we may also share your information with service providers for the purposes of organizing the event and associated events.

**Recipients:** ARTTIC staff, the project coordinator's staff and service providers where necessary

**Personal Data Retention:** Your personal data will be part of a list of contact details shared internally among the staff of ARTTIC and of the project's coordinator and will be retained by ARTTIC for no more than 6 months following the event.

Under certain conditions outlined in law, we may disclose your information to third parties, (such as the European Anti-Fraud Office, the Court of Auditors, or law enforcement authorities) if it is necessary and proportionate for lawful, specific purposes. We will not use personal data for any other purpose unless a new legal foundation exists, in which case you will be notified or asked for renewed consent with full information about the further processing.

**Subject's Data Protection Rights:** Under certain circumstances, by law you have the right to:

- Request information about whether we hold personal information about you, and, if so, what that information is and why we are holding/using it.
- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you.
- Request transfer of your personal information in an electronic and structured form to you or to another party (commonly known as a right to "data portability"). This



enables you to take your data from us in an electronically useable format and to be able to transfer your data to another party in an electronically useable format.

- Withdraw consent. When our use of your personal data is based on your consent, you have the option to withdraw your consent to our processing and delete your personal data at any time by sending us an email at [shuttle-dpo@eurtd.com](mailto:shuttle-dpo@eurtd.com). Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

## **How we use your personal data if you are an event attendee**

### **Registration**

If you register to attend the SHUTTLE Webinar, we will collect some of your personal data for the purposes of processing your registration and for organizational matters.

When submitting the registration form for the event, registrants are asked if they accept their details to be added to the conference attendee list which will be shared with all attendees.

The personal data may be shared with selected service providers necessary for organizational purposes. Any and all service providers that may be selected for the event, will be contractually bound to process personal data on behalf of us, keep confidential any data they handle and protect it from unauthorized access, use and retention.

ARTTIC will delete these data six months following the event or at the latest after the last follow-up action.

If you want us to delete these data from our internal repositories at any point in time after you have given your consent, please contact us at [shuttle-tender-contact@eurtd.com](mailto:shuttle-tender-contact@eurtd.com) and we will do so within ten working days upon receipt of your request or the latest correspondence with you about your request.

**Contact:** If you want further information regarding the event please contact [shuttle-tender-contact@eurtd.com](mailto:shuttle-tender-contact@eurtd.com) or if you want to exercise any of the above mentioned rights, please send an email to our Data Protection Officer at [shuttle-dpo@eurtd.com](mailto:shuttle-dpo@eurtd.com) or contact our Data Protection Officer by post at ARTTIC, 58A rue du dessous des berges, 75013 Paris, France.

**Recourse:** Complaints, in case of conflict, can be addressed to the French Data Protection Authority (<https://www.cnil.fr/en/home>)

