



Specific Data Protection Notice

Processing of personal data in the context of EFSA meetings and events using the MEET platform | Meeting registration form

This web form collects and further processes personal data by or on behalf of EFSA. Regulation (EU) 2018/172 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 ([‘the EUDPR’](#)) is applicable.

The EFSA CORSER Meetings & Events Team (meetings_support@efsa.europa.eu) is the data controller in charge of the organisation of this web form.

The survey platform is organised with Microsoft Forms, part of the Microsoft Office 365 package. The survey organiser may transfer survey answers into other M365 Office tools for further analysis and/or reporting (e.g. SharePoint, Power BI).

The on-line submission of this web form contribution implies the processing of the sender’s IP address exclusively for technical purposes.

A general data protection notice concerning the processing of personal data in the context of EFSA’s events and meetings is available on [EFSA’s website](#). A voluntary satisfaction survey may be shared with you after completion of the event.

Your personal data is available to EFSA staff and to the service provider in charge of the meeting organisation on a need-to-know basis.

The data collected and further processed are the answers to questions, that may include your name and affiliation, your contact details (email address and phone number), information related to your participation in the meeting, any special assistance you may require, and information regarding your dietary preferences where relevant.

After the closure of the registration process, the responsible staff member securely downloads the file containing the survey responses and transfers it to a confidential folder within EFSA’s Microsoft Teams space with restricted access. The responses are retained only for as long as necessary to carry out the survey analysis and will not be used for any other purpose. Once the analysis has been completed, all responses will be permanently deleted. As a respondent, you have the right to access your data and to rectify them by sending a request to the EFSA Service Desk mailbox servicedesk@efsa.europa.eu.

For in-person attendance to the meeting, when relevant, your travel details (for airport shuttle arrangements) and your ID or passport information (for accreditation at the EFSA building) will be processed.

The meeting will be audio- and video-recorded. Before the meeting, you will be asked to consent to the collection and processing of your personal data. This includes capturing your interventions and images in the recordings. EFSA uses Microsoft 365 Teams as its video-conferencing tool for meetings. EFSA’s record of a personal data processing activity for the use of Microsoft is available at: [GOV/14 Microsoft Office 365 online](#).



Depending on the meeting type, audio/video recordings may be published on EFSA's website or used internally. Recordings for internal use are intended solely to assist with minute-taking and meeting reporting and will be deleted once the minutes or report are approved by EFSA. Recordings will focus on a group gathered for the meeting, a public event, and interactions between speakers and the audience.

As a respondent, you have the right to access your data. You also have the right to correct and complete your data. Under certain circumstances, you may have the right to obtain the erasure of your personal data, or the right to object to the handling of your personal data or to ask for it to be restricted. You can exercise these rights by sending an email to the EFSA Service Desk mailbox servicedesk@efsa.europa.eu.

You have the right to lodge a complaint regarding the processing of your personal data in the context of this survey with the European Data Protection Supervisor ([EDPS complaints form](#)). You may also contact the DPO for clarification or assistance about personal data processing in the context of this survey (DataProtectionOfficer@efsa.europa.eu).