

# ENTSO-E PERSONAL DATA PROTECTION POLICY

## - Interaction with ENTSO-E and engagement to ENTSO-E activities –

Last modified: 15 July 2021

### Privacy – Key Facts

ENTSO-E protects your personal data and your privacy in compliance with the General Data Protection Regulation (GDPR) and any applicable implementation rules on the protection of privacy in relation with the processing of personal data. Your personal data shall be processed by ENTSO-E (International Non-Profit Association created under Belgian law, having its registered office at 1000 Brussels, rue de Spa, 8 - Belgium), acting as a data controller.

This data protection policy explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how your personal data are used and which rights you have in relation to your personal data. It also specifies the contact details that you can use to exercise your rights.

This data protection policy is related to the data processing concerning your engagement in the ENTSO-E activities, collaboration in performance of ENTSO-E tasks, and the communication on ENTSO-E activities to which you are involved.

### Privacy – Further Information

1. In the context of this data protection policy, ENTSO-E collects the following categories of personal data:
  - first name;
  - second name;
  - email address;
  - phone number;
  - position within the company;
  - position within ENTSO-E;
  - user ID, password, logs (when registration to a tool is required to perform ENTSO-E activities);
  - documents and meeting documents (internal, confidential, public,...);
  - as the case may be photos, audio recordings and videos.
  
2. Your personal data are collected and processed for and to the extent necessary to achieve the following purposes:
  - a) to allow the practical organization of the ENTSO-E activities in which you are involved;
  - b) to contact you, to consult you or to be consulted by you on various topics relating to ENTSO-E activities and tasks;

- c) to provide you with specific documents, materials, data and information (including practical information, slides and related documentation regarding particular events or conferences);
- d) to manage decision making processes of ENTSO-E bodies, working groups, teams, tasks forces (e.g. quorum check, voting process), and to make necessary records of meetings, discussions and decisions (e.g. minutes of meetings);
- e) to give you a possibility to follow current developments of ENTSO-E activities;
- f) to create and manage new ENTSO-E working groups, teams, task forces, including organization of meetings and to make records of such meetings and of taken decisions;
- g) to create specific lists of contact persons in various matters relating to ENTSO-E and ENTSO-E Members activities;
- h) to manage your access (logins and passwords, log files) to IT tools dedicated to interaction and communication with other people (data subjects) involved in ENTSO-E activities, e.g. Extranet/Intranet (hereinafter “the Tool”), and to control such access where appropriate;
- i) to contact you where necessary for the proper management of the Tool (update of credentials, notification of availability of new documents, expiry of access rights...);
- j) to allow you to access specific sections of the Tool depending on the corresponding user profile;
- k) to ensure secured information storage, sharing and exchange with third parties involved in ENTSO-E activities and data subjects using the Tool;
- l) to perform the tasks carried out by ENTSO-E in the framework of its interaction and communication with third parties involved in ENTSO-E activities;
- m) to reproduce, store stream or communicate audio recordings, photos, videos, images and publish photos, audio recordings or videos where you may appear to report on activities (where not necessary for the governance of the Association), and to promote activities organized by ENTSO-E on the ENTSO-E website and extranet, social medias, newsletters or in other ENTSO-E publications;
- n) to reproduce, store, stream or communicate audio recordings, photos, videos, images and publish photos, audio recordings or videos where you may appear, where necessary for the management and/or the governance of the Association (e.g. to organise Association meetings, to communicate about decisions made within the Association, about meetings, to organize/perform trainings, events or meetings, for official publications) and to keep records thereof,

3. The collection and processing of your personal data is based:

- on the performance of ENTSO-E legally mandated tasks for purposes a) to k);
- on the legitimate interests pursued by the ENTSO-E (e.g. to facilitate the tasks of ENTSO-E members and stakeholders and to manage the Association activities in accordance with the legal mandates of ENTSO-E) for purpose a) to k) (where the processing is not based on a legally mandated task of ENTSO-E), l) and n);
- on the performance of a contract to which you are a party if your involvement in ENTSO-E activities is based on a contract for purposes a) and c) (when applicable);
- on your consent for the processing of photos and videos regarding purpose m). If you no longer wish ENTSO-E to further process your personal data for these purposes,

you have the right to withdraw your consent at any time by informing ENTSO-E of your objection, without affecting the lawfulness of processing based on consent before its withdrawal;

4. Your personal data shall not be transmitted to any recipient or third party other than, as the case may be to:
  - ENTSO-E Secretariat staff members;
  - ENTSO-E members;
  - Third parties involved in ENTSO-E activities;
  - ENTSO-E service providers in charge of the hosting and/or maintenance of the Tool ;
  - Other service providers supporting/facilitating ENTSO-E activities.

Some of the above-listed recipients being established outside of the European Union territory, ENTSO-E implements the additional measures as mentioned in paragraph (5) below, where appropriate.

5. The personal data, which you transmit to ENTSO-E, are stored in a database managed by and under responsibility of ENTSO-E. Your data are stored exclusively on servers located within European Union. However, your personal data may be transferred outside the European Union, in countries the European Commission deems not to ensure an adequate level of protection of personal data. In this case, ENTSO-E will take appropriate safeguards with standard data protection clauses adopted by the Commission. These can be consulted at the headquarters of ENTSO-E.
6. Your personal data shall be stored/processed:
  - for a term corresponding to the period when you belong to the staff of ENTSO-E or of ENTSO-E members (including associated members and observer members), except for purposes d) and m) ;
  - for a term corresponding to the period when you belong to the staff of a third party involved in ENTSO-E activities, except for purposes d) and m);
  - for a term corresponding to the period when you are individually involved in ENTSO-E activities, except for purposes d) and m);
  - for a term of maximum 5 years from the date where the photo/video/audio recording has been used for the first time, subject to the possible earlier withdrawal of your consent for the use of such photos/videos (except for archiving purpose) for purpose m);
  - personal data contained in the Association documents or meeting documents, emails and other communications (including photos, videos and audio recordings) shall be processed and stored for a period corresponding to the retention period of the concerned document as required by law or the legitimate interest of ENTSO-E (i.e. as long as necessary to fulfil legal obligation of sharing information on the ENTSO-E activities with staff members, members' employees or third parties), and in any case for a duration of at least 10 years, for purposes d) and n).

- personal data stored in databases shall be deleted within a reasonable time following your or your employer notification of termination of your activities in relation with ENTSO-E, or if you do not reply to ENTSO-E requests to confirm your engagement in ENTSO-E activities and in any case no later than 6 months after above-mentioned notification.
7. Upon request, dated and signed sent by email to ENTSO-E ([privacy@entsoe.eu](mailto:privacy@entsoe.eu)), and the proof of your identity, you may obtain the written communication of the data, the portability of the data and where appropriate, rectification, restriction of processing, deletion of those which are inaccurate, incomplete or irrelevant. Your request must be dated, signed, contain the proof of your identity and sent by email to ENTSO-E. It will be treated as free of charge if it is a reasonable volume. The request is considered as dismissed, where no action has been taken within 30 days from the request. You may apply to or lodge a complaint with the Data Protection Authority (Rue de la presse 35, 1000 Brussels –[contact@apd-gba.be](mailto:contact@apd-gba.be) - Tel. + 32 2 274 48 00– Fax + 32 2 274 48 35) for the exercise of these rights.