



# Data Protection Policy

## (European Climate Foundation Retreats)

This policy contains information on the collection, processing and protection of personal data collected in relation with the European Climate Foundation Corporate Retreats via, but not limited to, online registration methods such as digital registration forms, registration information submitted via email or during the event itself, in accordance with Art. 13 of the General Data Protection Regulation (GDPR). It also describes the rights of data subjects as stipulated under the GDPR.

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## 1. Responsible party

The responsibility for the collection and processing of any personal information provided by you during or in relation to the registration for any European Climate Foundation (hereinafter "ECF") Retreat lies with:

*Stiching European Climate Foundation  
Riviervismarkt 5  
2513 AM, The Hague  
The Netherlands*

Data protection advisor: [privacy@europeanclimate.org](mailto:privacy@europeanclimate.org)

## 2. Purposes of processing & types of data collected

### 2.1. Purposes of processing

The personal data collected is processed and stored for the purposes of the event organisation and management of the ECF Retreats, as well as for the collection of post-event feedback intended to inform the continual improvement of the events and the participant's experience at these events. The data will be used to secure and provide participants with transportation, accommodation, food and beverages and other event-related services, making the necessary adjustments to cater to specific participant needs.

### 2.2. Types of data collected

The types of data likely to be collected include:

- First and last name
- Contact information (professional e-mail address)
- Professional details (position, employer organisation)
- Allergies and dietary requirements
- Medical or other specific conditions that may necessitate special assistance and/or adjustments from the organiser
- Photographs, video recordings and/or live stream (at the event).

### 2.2.1. Photographs, video recordings and live stream

Photographs will be taken during the ECF Retreats. Those will be used predominantly for the Foundation's internal purposes as an archive of the event; but they may also be shared on the Foundation's official external channels (i.a. website, LinkedIn and newsletter) and corporate products (i.e. ECF Annual Report). Consent to be photographed will be explicitly asked separately from the general data collection consent as both are independent of one another.

The Retreats are likely to be recorded and/or streamed live, where the access to those will be limited to the ECF staff members and registered third parties (partners). The access to the live stream will be restricted to approved registrants and dependent on a protected login. If the event is streamed live and/or is recorded, this will be stated on registration form and at the event. It is possible that part of the audience will be streamed and/or recorded, this will be informed at the beginning of the event. It will be stated on the event website where the recording and live stream will be published and how long they can be accessed.

## 3. Tools used for data collection and processing

Personal data will be collected during the event planning process via one or a combination of the following tools:

- Microsoft Dynamics: intended as the method to send out mass mailing to the event, including but not only invitations to register, communication regarding logistical and/or practical or other event-related information, as well as reminders for those;
- Monday.com: intended to be used for the registration process for the events and for the collection of post-event feedback about the retreat;
- Microsoft Forms: as an alternative to Monday.com to be used for the same purposes;
- Microsoft Outlook: utilised as the main communication tool for the retreats team, which may on occasion be used to respond to or follow up on participant requests and/or queries, whereby personal data may be disclosed.

Some personal data may also be collected during the event itself, for which explicit consent will be required during the registration process (please see "Types of data collected" section for further information).

#### 4. Legal basis for data processing

Your data will be processed for the purposes stated in section 2 above on the legal basis of:

- Your clear and explicit consent provided during the registration process in accordance with Art. 6.1(a) of the GDPR, and
- Our legitimate business interest in accordance with Art. 6.1(f) of the GDPR, the interest being to gather the necessary information in order to be able to plan, organise and carry out the event and in doing so strengthen and develop further the Foundation's business relationships with our partners and funders.
- Any Legal Obligations (Art. 6(1)(c)) required of us to maintain continued compliance with applicable laws.

#### 5. Disclosure of the data

Only the data relevant to the execution of an event service, or to the safety of the participant during said service, will be disclosed to a third party (that party being a contractual supplier of the ECF for the event in question). Examples of data disclosure may include, but are not limited to:

- Sharing participant names with the contracted hotel for the purpose of room booking and allocation;
- Disclosing allergies and/or dietary requirements, however without necessarily disclosing the name of the participant, rather the nature of the allergy or restriction and the number of affected participants in order to provide suitable and safe food and beverage options;
- Disclosing participant names with contracted transport company to ensure the safety of the passengers by verifying only registered persons board vehicles, etc.

Those third parties to whom your personal information is disclosed will be considered data processors as defined in Art. 28 of the GDPR and so will be bound by the principles stipulated in the article as well as their contractual obligations toward the ECF in the processing of your information.

In principle, your data will not be processed outside the European Union (EU) or the European Economic Area (EEA), and so all and any disclosure and/or processing will be handled as per the GDPR principles.

## 6. Storage duration

The personal data we collect in relation to the ECF Retreat you have registered to attend (even if you have not attended the actual event or have cancelled your participation after you have completed the registration) will be processed and stored only as long as it is necessary for the purposes for which it was collected. Thereafter, your data will be deleted, unless the processing or storage of your data is necessary for the assertion, exercise or defence of legal claims, or other legal action.

In all other respects, and unless a justifiable legal or business need has been identified for certain data to be retained, the data you have provided for the event will be deleted at the end of the event cycle (no longer than 1 year from the start date of the event). In the case where specific data types need to be retained for statistical and/or operational planning purposes (e.g. number of attendees per organisation, number of participants with a specific dietary regime, etc.), your identifiable personal information such as your names, email address and position in your organisation will be “forgotten” by anonymising the data that needs to be retained at the end of the abovementioned period.

## 7. Rights of data subjects

As a data subject (i.e. person who is providing or has provided their personal data) you have the following rights under the regulations of the GDPR:

- You have the right to obtain information about the storage and processing of your data, and access to said data upon request (Art. 15);
- You have the right to rectify inaccurate personal data (Art. 16);
- You have the right to erasure of your personal data – the right to be “forgotten” - under the conditions stipulated in Art. 17;
- You have the right to restrict the processing of your data if one of the conditions specified in Art. 18 applies to your situation or case;
- If applicable, you may have the right to data portability and transfer (Art. 20);
- You also have the right to lodge a complaint with a supervisory authority in the Member State of your place of residence or of the place of the alleged infringement (Art. 13), if you believe the processing of your data violates your rights under the GDPR.

In cases where we process your personal data on the legal basis of Art. 6.1. (f) - consent, you also have the right to object at any time to the data processing for reasons arising from your particular situation. We will then no longer process your personal data unless there are compelling legitimate grounds for the processing that outweigh your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims. This may however hinder our ability to guarantee your participation in the event; should that be the case you will be advised so when placing your request.

## 8. Contact us

If you want to exercise any of the rights described above or wish to address any dissatisfaction with the way we have used or handled your data, you can do so by contacting us at [privacy@europeanclimate.org](mailto:privacy@europeanclimate.org).

We will seek to deal with your request without undue delay and in accordance with the requirements of the GDPR. Please note we may keep a record of your communications to help us resolve any issues you raise and as an archive of requests/complaints received.