

# PRIVACY STATEMENT FOR LEARNING FACTORIES NETWORK EIT MANUFACTURING

This privacy statement provides information about the processing and the protection of your personal data.

**Processing operation:** EIT MANUFACTURING LEARNING FACTORIES NETWORK CALL

**Data Controller:** EIT MANUFACTURING AND/OR ITS COLOCATION CENTRES (CLCs)

## Table of Contents

1. Introduction
2. Purpose of processing your data
3. Legal basis of processing your data
4. Which personal data do we collect and further process?
5. Data retention periods
6. Safeguard measures
7. Recipients of your data
8. Third party IT tools
9. Your rights and how to exercise them
10. DPO and other contact information

## **1. Introduction**

The EIT Manufacturing commits to protecting your personal data and respecting your Privacy by collecting and further processing personal data pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, GDPR).

This privacy statement explains the reason for the processing of your personal data in the context of the Learning Factories Network call organized by EIT Manufacturing. It explains the way we collect, handle and ensure protection of all personal 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 competent national data protection authorities (DPAs).

## **2. Purpose of processing your data**

The EIT Manufacturing (EIT M) and/or its CLCs, collectively the Data Controller, collect and further process your personal data to provide you with information about the Learning Factories Network Call and its activities and other EIT M relevant events and to process your registration and access to the specific events in relation to Learning Factories Network Call.

Live web-streaming and audio-visual recording of the speakers, organisers and participants/audience, as well as photographs of the speakers and panoramic photographs of participants and organisers during Learning Factories Network call events will be taken and may be published in the context of the specific event on EIT M's owned websites or on EIT M's social media or in its newsletter.

## **3. Legal basis of processing your data**

The processing operations on personal data, linked to the organisation, management, follow-up and promotion of the specific event (including web-streaming, photos, audio-visual recording) are necessary for the management and functioning of the EIT M, as stipulated by the Grant Agreement and the Partnership Agreement signed with the EIT, in accordance with the provisions of the EIT Regulation and the Horizon Europe Regulation. In particular, Article 8 of the Partnership Agreement and Article 17 of the Grant Agreement foresee the necessity of dissemination of information and communication regarding the EIT Manufacturing and its activities. Consequently, those processing operations are lawful under Article 6(1)(e) GDPR (processing is necessary for the performance of a task carried out in the public interest).

The processing operations on personal data of the speakers for Learning Factories Network call events are carried out in line with the contractual provisions. Consequently, that processing is necessary and lawful under Article 6(1)(b) GDPR (processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract).

Your consent is required for:

- the processing of your personal data relating to your registration and access requirements to the premises/online platform of Learning Factories Network Call;
- the sharing of Learning Factories Network event's participants list containing your first and last name and position with other participants, only if Business Models 2 or 3 have been chosen and further interaction among the participants is needed;
- your person being potentially video, or audio recorded or photographed and the processing of your image or video/audio recording for communication purposes of an event organized for the Learning Factories Network Call;
- the processing of your personal data for informing you about any activity in relation to the Learning Factories Network Call;
- the processing of your personal data for informing you about partnership possibilities in the context of the Learning Factories Network Call and sharing your data to other interested stakeholders of the Learning Factories Network Call;
- the processing of your personal data for inviting you to future events/activities the EIT Manufacturing may organize;
- the processing of your personal data for subscription to the newsletter of the EIT Manufacturing.

If you opt-in, you are giving us your explicit consent under Article 6(1)(a) GDPR to process your personal data for those specific purposes. You can give your consent via a clear affirmative act by ticking agree on the online registration form or signing/ticking the relevant boxes on a paper registration form.

Your consent for these services can be withdrawn at any time:

- for unsubscribing from the newsletter or receiving information about future events, send an email [learningfactories@eitmanufacturing.eu](mailto:learningfactories@eitmanufacturing.eu) ;
- for withdrawing consent that you have provided in order to benefit from other services, please contact [learningfactories@eitmanufacturing.eu](mailto:learningfactories@eitmanufacturing.eu) ;
- for withdrawing consent regarding the processing of your image or audio/video recording, please contact [learningfactories@eitmanufacturing.eu](mailto:learningfactories@eitmanufacturing.eu)

#### **4. Which personal data do we collect and further process?**

The following personal data will be processed:

- contact details (first name, last name, name of organization, position, country, e-mail address, phone number (for speakers only), biography (for speakers only), profile picture (for speakers only)) of speakers and participants

- pictures, presentations, live web streaming and/or audio and video recording of speakers and participants.

## **5. Data retention periods**

The Data Controller only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing.

For each of the categories of personal data that is processed, please find below the retention details and the reference to the relevant record of processing:

- All personal data related to the organization and management of events regarding the Learning Factories Network Call (this includes the information given during the registration, before, during or after the event) will be deleted 5 years after the last action in relation to the Learning Factories Network Call.
- Recordings from the web-streamed events will be kept for 2 years before being deleted.
- In case of audio-visual recording of the event, the recordings will be kept for 2 years.
- Personal data shared with the controller for future mailing purposes (e.g., for receiving newsletters or invitations to similar events) will be kept until you unsubscribe;
- Selected service providers for organisational purposes (such as caterers, travel agents or event management organisations) are contractually bound to process personal data on behalf of and in line with the instructions of the data controller, keep confidential any data they process and protect it from unauthorised access, use and retention.

## **6. Safeguard measures**

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored either on the servers of EIT M or CLCs or of its contractors. All processing operations are carried out pursuant to GDPR.

The EIT M's contractors are bound by specific DPAs for any processing obligations deriving from the GDPR.

In order to protect your personal data, EITM has put in place several 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 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 it is disclosed?**

Access to your personal data is provided to EIT M or CLCs staff responsible for carrying out this processing operation and to other EIT M or CLC staff according to the "need to know" principle.

Such staff have received training regarding data protection applicable rules.

Where necessary, we may also share your information with service providers for the purposes of organising events for example:

- Hopin Privacy Policy
- Mailchimp Privacy Policy
- Wideldeas Privacy Policy

## **9. Third party IT tools**

We use third party IT tools to inform about and promote the event through widely used communication channels, including the social media. You can watch our videos, which we also upload to our Youtube page and follow links from our website to Facebook, Twitter, Instagram and LinkedIn.

Our use of third-party IT tools to connect to those services might set cookies when our website pages are loaded on your computer (or other devices). For more information about our [cookie policy](#) click [here](#).

These third-party services are provided by different entities not affiliated with EIT M and its CLCs and have their own terms of service and privacy policies.

The use of a third-party IT tool does not in any way imply that EIT M endorses them or their privacy policies. If one or more third party IT tools are occasionally unavailable, we accept no responsibility for lack of service due to their downtime.

## **10. Your rights and how to exercise them**

You have specific rights as a 'data subject' under Chapter III (Articles 13-23) of GDPR, in particular the right to access your personal data and to rectify them in case 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 consented to provide your personal data to the data controller for the present processing operation. You can withdraw your consent at any time by sending an email to [learningfactories@eitmanufacturing.eu](mailto:learningfactories@eitmanufacturing.eu). The withdrawal of your consent will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

You can exercise your rights by contacting the data controller, or in case of conflict the Data Protection Officer. Their contact information is given below.

## **11. Contact information**

The Data Controller

If you would like to exercise your rights under GDPR, 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: [learningfactories@eitmanufacturing.eu](mailto:learningfactories@eitmanufacturing.eu)

The Data Protection Officer (DPO)

You may contact the Data Protection Officer ([dpo@eitmanufacturing.eu](mailto:dpo@eitmanufacturing.eu)) with regard to issues related to the processing of your personal data under GDPR.

The Data Protection Authorities

You have the right to have recourse (i.e. you can lodge a complaint) to the competent national data protection authorities (DPAs) if you consider that your rights under GDPR have been infringed as a result of the processing of your personal data by the data controller. [https://edpb.europa.eu/about-edpb/about-edpb/members\\_en](https://edpb.europa.eu/about-edpb/about-edpb/members_en)