

DATA PROTECTION NOTICE NGI FORUM 2023

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: Processing of personal data linked to the NGI Forum 2023 – Unlocking the power of digital commons

Data Controller: NGI4ALL.E

Data Owner: Tipik Communication Agency

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2 WHEN DOES THIS PRIVACY POLICY APPLY?

We collect and use your personal data when you:

- Use our website (ngi.eu);
- Work with us or communicate with us in that context;
- Communicate with us by e-mail, phone or any other digital communication channel;
- Subscribe to our newsletter;
- Register for one of our events.

This privacy policy may be amended as set forth in Article 8.

3 WHO ARE WE?

“We” in this privacy policy refers to Martel B.V.:

Martel B.V.

Keizersgracht 482
1017EG Amsterdam
The Netherlands

info@ngi.eu

www.martel-innovate.com

We are responsible for the collection and use of your personal data in the manner explained in this privacy policy. If you have any questions about this, please contact us by e-mail (info@ngi.eu).

In certain circumstances, third parties may (also) be responsible for the processing of your personal data. For example, if you click on a link and leave our website. In that case, we recommend that you consult the privacy policies of these third parties. In particular,

- The NGI Community is managed by FundingBox Accelerator. You can read the privacy policy applicable to your use of the [NGI Community here](#).
- The NGI Exchange is managed by NGI Forward project, made of a different consortium, and falls under the responsibility of Edgeryders OÜ. We do not share your personal data with Edgeryders OÜ. You can read the privacy policy applicable to your use of the [NGI Exchange here](#).

4 WHICH PERSONAL DATA DO WE PROCESS AND WHY?

4.1 FOR THE EVENT NGI FORUM 2023

The following personal data may be processed in the context of the meeting or event:

- function/title, gender (needed for the right title), first name, last name, name of organisation, city, country, postal and e-mail address, telephone number);
- photos and audio-visual recordings depicting you in an identifiable way;
- signature and audio-visual recording of the meeting, for establishing the attendance list and the minutes.
- identity/passport number, city of origin, other travel details (if any travel is to be booked);
- for purpose of reimbursement of travel expenses/allowances (if needed): information about the form of transport used and hotel
- upon consent (requested via the online registration form): the dietary requirements or specific access requirements.

Your personal data will not be used for any automated decision-making including profiling.

Live web-streaming and audio-visual recording at the meeting or event of the speakers, organisers and participants, as well as photographs of the speakers and panoramic photographs of participants and organisers may be taken and published on the event website ngiforum2023.eu and ngi.eu.

The audience or non-speaker participants may be photographed in groups and may appear on panoramic photographs of the whole event/audience.

Participants in the event will be asked to grant their consent for the photographs and/or audio-visual recording in the forms for participation and/or registration in the event.

Participants that do not wish to be part of the above web-streaming and recording/publishing activities have the possibility to object to processing, by sending an e-mail to the organiser prior to the event.

Your consent is required for the following actions during the meeting or event (if applicable):

- the processing of your personal data for managing your registration to the event;
- processing of your personal data to participate in online polls, sharing of questions or idea or quizzes during the event using the audience participation tool, Sli.do;
- the sharing of the meeting or event participants list containing your name, affiliation and email address with other participants for networking purposes. In addition, further information will be given if there are specific purposes for such sharing (e.g. for the purpose of future collaboration);

- the sharing of audio-visual recordings and photos taken during the event.
- where relevant (if concerned): publication on the event website and on DG CONNECT website of the agenda with your name as speaker/moderator/rapporteur;
- where relevant (if concerned): publication of the minutes of the meetings on the European Commission website;
- the processing of your personal data for inviting you to future events the data controller may organise.
- the processing of your personal data relating to your dietary and/or access requirements;

If you opt-in, you are giving us your explicit consent under Article 5(1)(d) of Regulation (EU) 2018/1725 to process your personal data for those specific purposes. You can give your consent via a clear affirmative by ticking the box on the online registration form.

Your consent for these purposes can be withdrawn at any time by writing an email to the email address contact@ngiforum2023.eu.

4.2 WHEN YOU USE NGI.EU WEBSITE

When you visit our website, we process personal data about you (e.g. in our server log files). The personal data we process is mainly technical information such as (1) the browser types and versions used, (2) the operating system used, (3) the website from which you reach our website (so-called referrers), (4) the sub-websites, (5) the date and time of access, (6) an IP address, and (7) the ISP.

We use this technical information (1) to deliver the content of our website correctly, (2) to ensure the most fault-free operation of our website and (3) to detect and prevent malware, illegal content and conduct and other forms of potential abuse.

We rely on our legitimate interest in keeping our online presence safe.

4.3 WHEN YOU SUBSCRIBE TO OUR NEWSLETTER

When you subscribe to our newsletter, we process (1) your e-mail address, (2) an IP address, (3) the date and time of your subscription (4).

We use this information (1) to send a confirmation e-mail, (2) to send you our newsletter, and (3) to keep track of our newsletters (i.e. whether you opened the newsletter or clicked on a link in the newsletter) and to improve future newsletters.

We rely on your consent for this. You can withdraw your consent (i.e. unsubscribe from our newsletter) at any time by clicking the “unsubscribe”

link at the bottom of our newsletter. When you unsubscribe from our newsletter, we will delete your e-mail address from our mailing list.

We use MailerLite to send our newsletters and manage our mailing list. MailerLite has technical and organizational measures in place to ensure that your personal data is adequately protected. We have concluded a Data Processing Agreement (DPA) with MailerLite. You can review the [DPA here](#).

4.4 WHEN YOU REGISTER FOR AN EVENT

When you register for an event, we process (1) the identity and contact details provided by you to us, (2) your e-mail address, and (3) other information that is required to complete your registration for the event in question.

We use this information (1) to process your registration and prepare, organize and secure our events, and (2) to evaluate the event and improve future events.

We rely either on (1) our agreement with you by your acceptance of the applicable terms and conditions or (2) our legitimate interest to be able to organize interesting events or to promote the NGI initiative.

4.5 WHEN YOU WORK WITH US

When you work with us (e.g. if you were a speaker at one of our events or if we have had contact with you as a journalist to highlight the NGI initiative), we process (1) the identity and contact details provided by you to us, (2) your e-mail address, and (3) in some cases, the name of the organization you work for and your job title.

We use this information to contact you for (future) collaborations, opportunities or events.

We rely either on (1) our agreement with you or (2) our legitimate interest in building up our network of contacts.

4.6 WHEN YOU COMMUNICATE WITH US

When you communicate with us, we process (1) the identity and contact details provided by you to us, (2) the content of the communication, and (3) the technical details of the communication itself (e.g. date and time).

We use this information to enable communication between you and us.

We rely on our legitimate interest in being able to respond to requests, questions or comments or to contact you proactively for questions of any kind.

4.7 IN ALL OF THE ABOVE CASES

The above-mentioned personal data can also be used for the following purposes:

- To comply with our legal obligations or to comply with any reasonable request from competent police authorities, judicial authorities, government institutions or bodies, including competent data protection authorities. We rely on our legal obligation for this.
- To prevent, detect and combat fraud or other illegal or unauthorized activities. We rely on our legal obligation for this.
- To defend us in legal proceedings. We rely on our legitimate interest in using your personal data in these proceedings.
- To inform a third party in the context of a possible merger with, acquisition of/by or demerger by that third party, even if that third party is located outside the EU. We rely on our legitimate interest in entering into business transactions.

5 WITH WHOM DO WE SHARE YOUR PERSONAL DATA?

In principle, we do not share your personal data with anyone other than the persons who work for us, as well as with the NGI4ALL.E project partners and with the suppliers who help us process your personal data. Anyone who has access to your personal data will always be bound by strict legal or contractual obligations to keep your personal data safe and confidential. This means that only the following categories of recipients will receive your personal data:

- You;
- Your employer or business partners, but only when this is necessary for the purposes mentioned above (e.g. when your employer is our supplier or customer);
- Our employees and suppliers; and
- Government or judicial authorities to the extent that we are obliged to share your personal data with them (e.g. tax authorities, police or judicial authorities).

We do not transfer your personal data outside the European Economic Area (EEA) (the European Economic Area consists of the EU, Liechtenstein, Norway and Iceland). We will only transfer your personal data outside the EEA if you or your employer, as a customer or supplier, have offices outside the EEA with which we need to communicate. If a transfer were to take place, we will take sufficient safeguards to protect your personal data during the transfer (e.g. by entering into an agreement based on standard data protection clauses approved by the European Commission).

The NGI initiative is a project funded by the European Commission, meaning that it is a possible that another (consortium of) partner(s) will take over the NGI initiative in the future as a result of a new funding round. In that case, your personal data may be transferred to the new (consortium of) partner(s)

in order to ensure the continuity of the NGI4ALL.E project and after you have been informed thereof.

5.1 THIRD-PARTY IT TOOLS, INCLUDING SOCIAL MEDIA

For the purpose of organising online participation, the contractor (Tipik Communication Agency) uses a third party tool, Zoom, that under Tipik Communication Agency responsibility, collects from moderators and speakers the following personal data: title, position, the first name, last name, email address, IP address, website data, geolocation, and browser-generated information, cookies, language settings, operating system used, unique device identifiers or other technologies used to analyse users' activity. For information on how Zoom uses cookies and how processes personal data, please see privacy policy [here](#).

5.2 COOKIES

Cookies are short text files stored on a user's device (such as a computer, tablet or phone) by a website. Cookies are used for the technical functioning of a website (functional cookies) or for gathering statistics (analytical cookies).

Registration for the meeting takes place via ngiforum2023.eu, which employ cookies as described on the cookies page.

Enabling these cookies is not strictly necessary for the website to work but it will provide you with a better browsing experience. You can delete or block these cookies, but if you do that, some features of the event website may not work as intended.

The cookie-related information is not used to identify data subjects personally and the pattern data is fully under the organisers' control. These cookies are not used for any purpose other than those described here.

Should you wish to opt your personal data out of our anonymised, aggregated statistics, you can do so on our cookies page. In particular, you can control and/or delete those cookies as you wish.

6 HOW LONG DO WE KEEP YOUR PERSONAL DATA

Your personal data will only be processed for as long as necessary to achieve the purposes described above or, when we have asked you for your consent, until you withdraw your consent. As a general rule, we will de-identify your personal data when it is no longer needed for the purposes described above or when the maximum legal retention period has expired. However, we cannot delete your personal data if there is a legal or regulatory obligation or a court or administrative order preventing us from doing so.

We retain all personal data collected through our website for as long as necessary to protect the legitimate interests stated above. We retain technical information such as our server log files until 6 months after your visit to our website, after which it will be deleted or de-identified. We retain all personal data related to an event until 2 years after the event.

All personal data we collect through our interactions with you through telephone, email or other digital communication channels will be retained for as long as necessary to communicate with you, but also to maintain a historical record of our communications. This allows us to return to previous communications when you come back to us with new questions, requests, comments or other input.

7 HOW DO WE KEEP YOUR PERSONAL DATA SECURE?

The security and confidentiality of the personal data we process is very important to us. That is why we have taken measures to ensure that all personal data processed is kept secure. These measures include technical and organizational measures to protect our infrastructure, systems, applications and processes. We've also taken other measures, such as taking internal policy measures, limiting the processing to the personal data necessary for the fulfilment of the purposes and minimizing the processing of personal data.

8 YOUR RIGHTS REGARDING YOUR PERSONAL DATA

You have certain rights related to the processing of your personal data: the right of access, rectification, erasure, and data portability as well as the right to object to or limit the processing of your personal data and to withdraw your consent. To exercise one of your rights, you can submit a written request to info@ngi.eu stating the right to which your request relates. You can also submit your request via our [GDPR form here](#). If you are still dissatisfied, you have the right to contact the competent data protection authority.

9 CHANGES TO THIS PRIVACY POLICY

We reserve the right to modify this privacy policy on our own initiative. If material changes to this privacy policy affect the personal data collected, we will notify you in a manner customary for us to communicate with you (e.g., by email or by posting on our platform). Our privacy policy will also state the date it was last amended.

10 THIRD-PART TOOL

Please note that the NGI Forum 2023 may be held using a third-party videoconference IT service such as Vimeo. This IT tools have their own cookies and privacy policies (available here: https://vimeo.com/cookie_policy).

By participating into the meeting or event via a videoconference IT tool, the participants consent to the processing of their personal data via the third party tool as described in the related privacy policy.

11 HOW CAN YOU CONTACT US?

Should you have any further questions about the processing of your personal data, please do not hesitate to contact us at info@ngi.eu.