

## **Data Protection Statement on the processing of personal data in relation to BoA events management and promotion**

Protecting your privacy is of the utmost importance to the European Union Intellectual Property Office ('EUIPO' or 'the Office'). The Office is committed to respecting and protecting your personal data and ensuring your rights as a data subject. All data of a personal nature, namely data that identifies you directly or indirectly, will be handled fairly, lawfully and with due care.

This processing operation is subject to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

The information in this communication is provided pursuant to Articles 15 and 16 of Regulation (EU) 2018/1725.

### **1. What is the nature and purpose of the processing operation?**

The Boards of Appeal (BoA) organise different types of virtual or physical events with stakeholders during the year (e.g. IP Mediation Conference, IP Case Law Conference).

This data protection statement only covers the role of BoA in the organization of these events. The general process of organization and management of events in EUIPO and the role of other departments/external contractors is described in detail in this [privacy statement](#).

After the event, the list of participants and their contact data is shared with the internal teams in charge of organising and promoting these events at BoA.

The purposes of this processing operation are:

- to organise and manage events, coordinate any required follow-up activities;
- to inform participants about future events organized by BoA and/or other EUIPO departments which might be of their interest.

Personal data will not be used for any automated decision making, including profiling.

### **2. What personal data do we process?**

The categories/types of personal data processed by BoA in respect of the events it organizes are the following:

(a) Personal data of all speakers and participants:

- title, name and surname,
- email address,
- position held, organisation/institution, country.

(b) Additional personal data of participants who have to pay a registration fee:

- postal address,
- VAT number.

(c) Additional personal data of speakers:

- photograph,
- biography,
- recorded speech/intervention,
- travel information,
- mobile phone number.

The rest of the personal data which are processed by other departments/external contractors in connection with BoA's events are expressly mentioned in the general [privacy statement](#) for the organisation of EUIPO's meetings and events.

### **3. Who is responsible for processing the data?**

Personal data processing is the responsibility of the EUIPO. This particular processing operation is managed by the delegated data controller, the President of BoA.

Personal data will be processed by the BoA internal teams in charge of organizing and promoting events in joint cooperation with the IT teams in charge of maintenance of the IT systems.

The rest of the data processors involved in these events are expressly mentioned in the general [privacy statement](#) for the organisation of EUIPO's meetings and events.

### **4. Who has access to your personal data and to whom is it disclosed?**

Personal data is disclosed to internal staff from the BoA, and in particular, staff from the President's Cabinet, the Knowledge, Information and Support Service, the Alternative Dispute Resolution Service and the Quality Assurance and Performance Supervision team.

The rest of the recipients of data related to these events are expressly mentioned in the general [privacy statement](#) for the organisation of EUIPO's meetings and events

Information concerning data processing will be shared with those required to implement such measures on a need-to-know basis. Personal data is not used for any other purposes or disclosed by BoA to any other recipient.

## **5. How do we protect and safeguard your information?**

We take appropriate technical and organisational measures to safeguard and protect your personal data from accidental or unlawful destruction, loss, alteration and unauthorised disclosure or access.

The Office also uses systems/databases in which data is stored in a secure environment according to the Office's security standards, as well as in specific electronic folders accessible to authorised recipients only. Appropriate levels of access are granted individually only to the abovementioned recipients.

The database is password-protected under a single sign-on system and connected automatically to the user's ID. E-records are held securely to safeguard the confidentiality and privacy of the data therein.

Concerning your participation in virtual events, please consult the [Zoom privacy statement](#) or [MS Teams privacy statement](#).

## **6. How can you obtain access to information concerning you and, if necessary, rectify it? How can you receive your data? How can you request that your personal data be erased, or restrict / object to its processing?**

You have the right to access, rectify, erase and receive your personal data, as well as restrict its processing or object to the same, as provided in Articles 17 to 24 of Regulation (EU) 2018/1725.

The right to rectification only applies to inaccurate or incomplete factual data processed within the management of events.

If you would like to exercise any of these rights, please send a written query explicitly specifying your request to the delegated data controller, the President of BoA, at: [BoA-Cabinet-Secretariat@euipo.europa.eu](mailto:BoA-Cabinet-Secretariat@euipo.europa.eu).

Each time you receive a communication from BoA promoting future events with your consent, you can withdraw your consent (unsubscribe) and also change your relevant contact details (email address) by clicking on the corresponding link which will send a message to a functional mailbox (e.g. [ipmediationconference@euipo.europa.eu](mailto:ipmediationconference@euipo.europa.eu) or [ipcaselawconference@euipo.europa.eu](mailto:ipcaselawconference@euipo.europa.eu)).

Your request will be answered free of charge and without undue delay, and usually within 1 month of receipt of the request. However, according to Article 14(3) of Regulation (EU) 2018/1725, that period may be extended by up to 2 months where necessary, taking into account the complexity and number of the requests. The Office will inform you of any such extension within 1 month of receipt of the request, together with the reasons for the delay.

## 7. What is the legal basis for processing your data?

Personal data is processed in accordance with

- Article 5(1)(a) of Regulation (EU) 2018/1725 which states that 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body'; the relevant tasks of EUIPO are foreseen in Article 151(1)(a) and (b) of Regulation (EU) 2017/1001, in particular (a) administration and promotion of the EU trade mark system established in this Regulation and (b) administration and promotion of the European Union design system established in Council Regulation (EC) No 6/2002;
- Article 5(1)(d) of Regulation (EU) 2018/1725, which states that 'the data subject has given consent to the processing of his or her personal data for one or more specific purposes'; you consented to the processing of your personal data for one or more of the following purposes:
  - receive information about future events when you registered to one or more of BoA's events,
  - publish your photograph and biography on EUIPO' website and social media,
  - record and publish your speech.

You can withdraw your consent at any time by sending an email at:

[BoA-Cabinet-Secretariat@euipo.europa.eu](mailto:BoA-Cabinet-Secretariat@euipo.europa.eu).

Moreover, each time you receive a communication from BoA promoting future events, you can withdraw your consent (unsubscribe) by clicking on the corresponding link which will send a message to a functional mailbox (e.g. [ipmediationconference@euipo.europa.eu](mailto:ipmediationconference@euipo.europa.eu) or [ipcaselawconference@euipo.europa.eu](mailto:ipcaselawconference@euipo.europa.eu)).

## 8. How long do we store your data?

Personal data will only be kept by BoA for the time needed to achieve the purposes for which they are processed.

Your personal contact details are deleted after the event follow-up, unless you have given your consent that they may be used by BoA to inform and invite you to future similar events. In the latter case (consent for promoting future similar events), your personal contact details are kept in BoA's internal databases for the abovementioned purposes for two (2) years. In case you withdraw your consent at a later stage, the data will be deleted without undue delay.

The retention period for the data collected by other departments of the Office in connection with events organized by BoA are expressly mentioned in the general [privacy statement](#) for the organisation of EUIPO's meetings and events.

## 9. Contact information

Should you have any queries on the processing of your personal data, please address them to the delegated data controller, the President of BoA at: [BoA-Cabinet-Secretariat@euipo.europa.eu](mailto:BoA-Cabinet-Secretariat@euipo.europa.eu).

You may also consult the EUIPO data protection officer (DPO) at:  
[DataProtectionOfficer@euiipo.europa.eu](mailto:DataProtectionOfficer@euiipo.europa.eu).

### **Form of recourse**

If your request has not been responded to adequately by the data controller and/or DPO, you can lodge a complaint with the European Data Protection Supervisor at:  
[edps@edps.europa.eu](mailto:edps@edps.europa.eu).