

21 January 2025  
EMA/27016/2025  
European Medicines Agency

## European Medicines Agency's Data Protection Notice

### For meeting registration forms via EUSurvey

All personal data provided within the registration form will be processed in accordance with Regulation (EU) 2018/1725 on the protection of individuals regarding the processing of personal data by the Union institutions and bodies on the free movement of such data.

This data protection notice provides details on how the European Medicines Agency (hereinafter 'the Agency' or 'EMA'), in its capacity as data controller, will process the information that you have given in your registration form.

For the collection of data in this Survey, EMA relies on the EU Survey external system. For more information on how EU Survey processes personal data, please see:

<https://ec.europa.eu/eusurvey/home/privacystatement>.

## 1. Who is responsible for processing your data?

The EMA is responsible for the parametrisation and content of EUSurvey and for the processing of personal data collected via the registration form. Internally, the Head of Division/Task Force organising the meeting is appointed as 'Internal Controller' to ensure the lawful conduct of this processing operation. The contact details of the Internal Controller can be obtained from the meeting organiser.

The European Commission (EC DG-DIGIT) is the processor for the web-based interface of the survey and the hosting of survey data and any submitted responses.

The EC- DIGIT is responsible for the processing of personal data collected and processed for traffic statistics and analytics via Europa Analytics, the corporate service that monitors and evaluates the effectiveness and efficiency of the EC's websites on Europa. The allocation of respective roles, responsibilities, and practical arrangements between controller and processor can be found in the [Data Processing Agreement](#).

EMA may engage with additional third parties to process data on behalf of the Agency. Further information can be obtained from the meeting organiser.

## 2. Purpose of this data processing

The purpose of the present data processing activity is to collect the interest and/or availability of stakeholders and/or concerned individuals in relation to their participation in a particular EMA activity,

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**Address for visits and deliveries** Refer to [www.ema.europa.eu/how-to-find-us](http://www.ema.europa.eu/how-to-find-us)

**Send us a question** Go to [www.ema.europa.eu/contact](http://www.ema.europa.eu/contact) **Telephone** +31 (0)88 781 6000

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particularly meetings (e.g. meetings, workshops). In addition, the e-mail address provided in this registration form may be used by EMA to send out meeting links, pre-meeting documents and post-meeting documents.

Furthermore, EMA may use the e-mail address provided in this registration form to send a satisfaction survey after the particular meeting. No further processing of your personal data for any other purposes outside the scope of this specific context is envisaged.

### **2.1. *Personal data concerned***

The Agency may collect the personal data in this form, namely:

- Full name
- Job title and place of employment
- Contact details
- IP address
- Language chosen for drafting the reply
- Country of residence
- Session "cookies" The EC running the EU Survey tool uses session "cookies" in order to ensure communication between the user (you) and the server. Therefore, your browser must be configured to accept "cookies" to participate in the survey. The cookies used will disappear once you have terminated the session.'
- EUSurvey may save the email address of the EU Login account, if applicable.

If the meeting is taking in place on site, information on mobility issues and dietary requirements may be collected. Please do not reveal any other personal data in the free text fields.

### **2.2. *Legal basis of the processing***

When you submit this registration form, you consent that EMA will process your personal data provided in the registration form as explained in this data protection notice, in accordance with Article 5(1)(d) of Regulation 2018/1725. You may also withdraw your consent later at any time. However, this will not affect the lawfulness of any data processing carried out before your consent is withdrawn.

### **2.3. *Transfer of personal data outside of EU***

Meeting documents (such as lists of participants, agendas, presentations, minutes or meeting reports) may be disclosed to regulatory authorities of third countries and international organisations based on EMA's mutual cooperation agreements or confidentiality arrangements.

## **3. How long do we keep your data?**

If you complete and send this registration form, your personal data will be kept in EUSurvey until the end of the response period. After this, the replies to the survey will be securely stored in the Agency's record management system.

Your personal data will be kept:

- 2 years for public hearings and

- 5 years for other meetings and events.

EMA will delete information regarding mobility issues and dietary requirements after the event has closed and when such data are no longer necessary for organisational purposes.

Nevertheless, EMA will retain recognition of participation in a meeting (e.g. an entry in a list of participants, or audio-visual recordings where applicable) as part of the records on the activities carried out within the Agency's sphere of responsibility.

## 4. Who has access to your information and to whom is it disclosed?

Access to the replies to the EMA survey is secured in EUSurvey and in the EMA records management system and accessed only by authorised staff.

The replies are recorded in a secured and protected database hosted by the Data Centre of the EC, the operations of which abide by the EC's security decisions and provisions established by the Directorate of Security for this kind of servers and services. The database is not accessible from outside the EC.

Lists of meeting participants (names and organisation represented) may be disclosed to national Competent Authorities, EU institutions, and organisations of patient and healthcare professionals.

Meeting documents (such as lists of participants, agendas, presentations, minutes or meeting reports) may be disclosed to national Competent Authorities, EU institutions, and organisations of patient and healthcare professionals as well as regulatory authorities of third countries and international organisations based on EMA's mutual cooperation agreements or confidentiality arrangements. They may also be published on the EMA's corporate website.

The Agency may share your personal data when the Court of Justice of the EU or the European Ombudsman would require such transfer in the framework of their duties. This is without prejudice to Regulation (EC) 1049/2001 regarding public access to documents.

## 5. Your data protection rights

As data subject (i.e. the individual whose personal data is processed), you have a number of rights:

- **Right to be informed** – This Data Protection Notice provides information on how EMA collects and uses your personal data. Requests for other information regarding the processing may also be directed to the Internal Controller.
- **Right to access** – You have the right to access your personal data. You have the right to request and obtain a copy of the personal data processed by EMA.
- **Right to rectification** – You have the right to obtain - without undue delay - the rectification or completion of your personal data if it is incorrect or incomplete.
- **Right to withdraw consent** – You have the right to withdraw your consent to the processing of your personal data. However, this will not affect the lawfulness of any processing carried out before consent is withdrawn.

Please note that if you withdraw your consent, the Agency may not be able to provide certain services to you. EMA will advise you if this is the case at the time you withdraw your consent.

- **Right to erasure** – You have the right to require EMA to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing. In

certain cases your data may be kept to the extent it is necessary, for example, to comply with a legal obligation of the Agency or if it is necessary for reasons of public interest in the area of public health.

- **Right to restrict processing** – In a few, codified cases, you have the right to obtain the restriction of the processing, meaning that your data will only be stored, but not actively processed for a limited period of time. For more information about this right and its limitations, see the EMA General Privacy Statement, hosted at [www.ema.europa.eu/en/about-us/legal/privacy-statement](http://www.ema.europa.eu/en/about-us/legal/privacy-statement).
- **Right to portability** - Where the processing is carried out based on your consent and in automated means you have the right to receive your personal data (which was provided to the EMA directly by you) in a machine-readable format. You may also ask the EMA to directly transfer such data to another controller.

The rights of the data subject can be exercised in accordance with the provisions of Regulation (EU) 2018/1725. For anything that is not specifically provided for in this Data Protection Notice, please refer to the contents of the general EMA Privacy Statement: [www.ema.europa.eu/en/about-us/legal/privacy-statement](http://www.ema.europa.eu/en/about-us/legal/privacy-statement)

## 6. Recourse

In case you have any questions regarding the processing of your personal data, or you think that the processing is unlawful or it is not in compliance with this Data Protection Notice or the general EMA Privacy Statement, please contact the **Internal Controller** by contacting the meeting organiser or the **EMA Data Protection Officer** at [dataprotection@ema.europa.eu](mailto:dataprotection@ema.europa.eu).

You also have the right to lodge a complaint with the **European Data Protection Supervisor (EDPS)** at any time at the following address:

- Email: [edps@edps.europa.eu](mailto:edps@edps.europa.eu)
- Website: [www.edps.europa.eu](http://www.edps.europa.eu)
- Further contact information: [www.edps.europa.eu/about-edps/contact\\_en](http://www.edps.europa.eu/about-edps/contact_en)