

21 January 2025
EMA/27016/2025
European Medicines Agency

European Medicines Agency's Data Protection Notice

For meeting registration forms via EUSurvey

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.

EUSurvey is made available by the European Commission (EC) for use by European Union institutions, bodies and agencies (EUIBAs).

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 (hereinafter 'EUDPR').

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.

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 this data processing activity is to gather information regarding the interest or availability of stakeholders and individuals concerned with participating in specific EMA activities, including meetings, workshops, or similar events. Additionally, the email address provided in the registration form may be used by EMA to distribute meeting links, pre-meeting and post-meeting documents and/or event satisfaction surveys.

If a meeting is taking place at EMA's premises, information on mobility issues and dietary requirements provided may be processed to ensure that your needs as a participant are met, allowing you to comfortably attend and fully benefit from the meeting.

Lists of meeting participants (names and affiliation) may be disclosed to third parties, as outlined in Section 4. This information may also be published on the EMA's corporate website to ensure transparency of EMA activities.

2.1. *Personal data concerned*

The Agency may collect personal data in the registration 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 place on site, information on mobility and dietary requirements may be collected.

Please refrain from disclosing any additional personal data in free text fields to avoid the unnecessary processing of such information.

2.2. Legal basis of the processing

The organisation of meetings is necessary for the performance of the Agency tasks carried out in the public interest as set out in the Union pharmaceutical legislation^{1,2}, Regulation (EU, Euratom) 2024/2509 on the financial rules applicable to the general budget of the European Union³ and other applicable Union legislation.

In accordance with Article 5(1)(a) of the EUDPR, EMA will process the data you provide in this form for the purpose of organising meetings/events you are registering to. The list of meeting participants (names and organisation represented) may also be published on EMA's website to ensure transparency of EMA's activities in the public interest or shared with authorities and organisations in the context of the EMA's mandate, as explained in Section 4.

In this regard, please note that you have the **right to object** against the processing as explained in Section 5 below.

The list of meeting participants may also be shared with relevant authorities, as explained in Section 4 below and in accordance with Article 5(1)(b) of the EUDPR, when EMA is under a legal obligation to do so.

EMA will process any information on mobility and dietary requirements that you provide on the registration form based on your explicit consent in accordance with Article 5(1)(d) EUDPR and Article 10(2)(a) EUDPR.

You may withdraw your consent later at any time, as explained in Section 5 below. 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

When you complete and submit the survey from a location outside of the EEA, personal data may be processed outside this region to enable access to the. Personal data is stored and encrypted in the EU regardless of your geographical location.

3. How long do we keep your data?

If you complete and send your 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 then kept:

- 2 years for public hearings and
- 5 years for other meetings and events.

¹ [EudraLex - Volume 1 - Public Health - European Commission](#)

² [EudraLex - Volume 5 - Public Health - European Commission](#)

³ <http://data.europa.eu/eli/reg/2024/2509/oj/eng>

EMA will delete information regarding mobility 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 data entered in the registration form is secured in EUSurvey and in the EMA records management system as applicable.

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 affiliation) 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 based on EMA's mutual cooperation agreements or confidentiality arrangements. They may also be published on the EMA's corporate website.

The Agency may be required to 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 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.
- **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

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 contact details of the Internal Controller can be obtained from the meeting organiser.

EMA Data Protection Officer at dataprotection@ema.europa.eu.

Address	Postal Address	EMA Switch Board
European Medicines Agency Domenico Scarlattilaan 6 1083 HS Amsterdam The Netherlands	European Medicines Agency PO Box 71010 1008 BA Amsterdam The Netherlands	+31 (0)88 781 6000

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

- Website: www.edps.europa.eu
- Further contact information: www.edps.europa.eu/about-edps/contact_en