



# DATA PROTECTION NOTICE: APF 2024

ENISA and Karlstad University jointly organize the Annual Privacy Forum (APF) 2024 in Karlstad, Sweden on 4<sup>th</sup> and 5<sup>th</sup> of September 2024 as a hybrid event.

The **joint data controllers** are ENISA (Policy Development and Implementation Unit) and Karlstad University (KAU), who are responsible for the overall organization of the event and the communication with the participants before and after the end of the event. Karlstad University (KAU) is also responsible for the registration of in-person and remote participants, and ENISA for providing the teleconference platform.

**ENISA processes personal data** in accordance with the Regulation (EU) 2018/1725 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. The **legal basis** for the processing operation is article 5(1)(a) of Regulation (EU) 2018/1725, on the basis of Regulation (EU) 2019/881 (Cybersecurity Act), especially the provisions establishing the tasks of ENISA.

**Karlstad University (KAU) processes personal data** in accordance with the Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation – GDPR). The legal basis is article 6(1)(a) of Regulation (EU) 2016/679.

The **purpose** of the processing operation is to facilitate the organization of the APF 2024 as a hybrid event, register in person and remote participants, provide registered participant access to the physical venue and the conferencing platform, sharing information before and after the event and feedback collection.

**The data processors** of the processing operation are:

- Axacoair, established in Sweden, that provides the registration platform, under a contract with Karlstad University;
- Microsoft Ireland operations Ltd that provides the Microsoft Teams platform via an Interinstitutional Licensing Agreement (ILA) with the European Commission (to which ENISA is also a party).

**The following personal data are processed:**

- Contact Data: first and last name, organisation/company, city, country, email address, telephone number,
- Information related to participation: type of participation (in person or remote), choice of social activities and dietary preferences/needs (for in person participants)
- For remote participants
  - Meeting Content such as: audio and video, chat, possible shared files etc.
  - Service Generated Data such as: Call quality data, technical and connection data

- Technical Support Data such as: text, sound, video, image files, or software, that are provided to Microsoft by, or on behalf of, ENISA through an engagement with Microsoft to obtain Professional Services or Support

**Access to your data** is granted only to designated ENISA and KAU staff involved in the organisation of the APF 2024 and bodies charged with monitoring or inspection tasks in application of EU law (e.g. internal audits, European Anti-fraud Office – OLAF). ENISA staff responsible for the service (e.g., IT system administrators) may have access to personal data such as participant information, meeting information for system operation and maintenance, troubleshooting or investigation of security incidents, Microsoft for delivering the service<sup>1</sup> and MS Teams service processors<sup>2</sup>.

**Transfers of Personal Data outside the EU/EEA** is not foreseen as data are stored and further processed within Microsoft data centres exclusively in EU under the Microsoft data boundary program. Any transfer of personal data outside the EU/EEA shall be performed in line with the ILA (between the European Commission and Microsoft) and in compliance with Chapter V EUDPR. Microsoft has been certified under the [EU US Data Privacy Framework](#)

Personal data processed for the registration **will be kept** for a duration of 2 weeks following the organization of the APF 2024.

The final participants list (name, surname, organisation, country) **will be kept** by ENISA and KAU for a maximum period of 5 years after the end of the event for auditing purposes.

User MS Teams **channel data is stored** for a period of maximum 2 months and then they are deleted. One-to-one MS Teams user chat messages are stored for a maximum of 1 day and then they are deleted. Service-generated data are stored for up to 180 days from collection.

Your personal data **is not subject to** automated decision-making.

**You have the right** of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. Under certain conditions, you have the right to ask that we delete your personal data or restrict its use. You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time. We will consider your request, take a decision and communicate it to you. If you have any queries concerning the processing of your personal data, you may address them to the joint controllers at [isd@enisa.europa.eu](mailto:isd@enisa.europa.eu).

**You have the right** of recourse at any time to the ENISA DPO at [dataprotection@enisa.europa.eu](mailto:dataprotection@enisa.europa.eu), Karlstad University DPO at [dpo@kau.se](mailto:dpo@kau.se) and to the European Data Protection Supervisor at <https://edps.europa.eu>.

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<sup>1</sup> <https://learn.microsoft.com/en-us/microsoftteams/teams-privacy>

<sup>2</sup> <https://www.microsoft.com/en-us/trust-center/privacy/data-access>