

## **UNU DATA PROTECTION NOTICE FOR MEETINGS AND EVENTS**

This Data Protection Notice explains how the United Nations University (“UNU”, “we”) processes<sup>1</sup> the Personal Data<sup>2</sup> of participants (“you”) at UNU meetings and events (“UNU events”).

### **Who is responsible for the processing of my personal data?**

UNU, as the UNU events’ organizer and data controller, is responsible for processing any personal data collected about you as a result of your participation at UNU events, in accordance with the [UNU Policy on Personal Data Protection](#).

For online or hybrid UNU events, we may use third-party platforms such as Zoom or Microsoft Teams. In this case, these third-party platforms act as UNU data processors.

### **What Personal Data do we process?**

UNU may collect and process information about you (“Personal Data”) when registering or signing-up to participate in a UNU event. Registration forms may require you to include information about yourself, such as your name, job title, employer’s name, e-mail address and landline / mobile phone numbers. Please do not include any information in registration forms which is not specifically requested in those forms.

Furthermore, you may be captured in photographs and video recordings taken during UNU events, and we may further collect and use statements and presentations which you make at UNU events.

### **Why do we process your Personal Data?**

We collect and use your Personal Data for the following purposes:

#### **(i) Event Management**

We may need to use your Personal Data to organize and coordinate UNU events, including managing attendance. This includes using your Personal Data to allow you to take part in the UNU events for which you have signed up, to compile and share participant lists, and to issue access badges (if required).

#### **(ii) Event Follow-up**

We may use your Personal Data to contact you with further news, updates, and developments concerning

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<sup>1</sup> “Process” is defined in Annex 1 of the UNU Policy on Personal Data Protection as “any operation or set of operations that is performed either manually or by automated means on personal data or sets of personal data such as collection, registering, recording, organization, structuring, storage, adaption or alteration, cleaning, filing, retrieval, consultation, use, transfer, sharing, dissemination or otherwise making available, correction, erasure or destruction.”

<sup>2</sup> “Personal Data” is defined in Annex 1 of the UNU Policy on Personal Data Protection as “information, in any form, relating to an identified or identifiable natural person.”

UNU events, and to keep you updated on future UNU events in which you may be interested.

You may refuse to consent or object to the processing of your Personal Data for these purposes (see below for more information). If you object, we will not be able to reach out to you with relevant communications concerning UNU events.

**(iii) Event Promotion**

We may use your Personal Data with the goal of publicly promoting the work of UNU and raising awareness on topics discussed / presented at UNU events through different media channels, including UNU websites, publications, and social media. Your Personal Data may be collected from your participation at UNU events in the form of photographs, audio or video recordings or other captured at UNU events, statements and presentations given by speakers through those channels, or broadcasting of UNU events through live web-streaming.

You may refuse to consent or object to the processing of your Personal Data for these purposes (see below for more information). In this case, we will refrain from including Personal Data related to you in promotional activities (whenever technically feasible and provided it is within the control of UNU) or we will otherwise employ reasonable efforts to ensure that the disclosure of your Personal Data is limited to the greatest extent possible.

**(iv) Internal Administration**

We may process your Personal Data for internal administrative purposes (such as audits), in accordance with the internal policies, regulations and rules of UNU. This may involve consulting attendance lists and contact information of participants to generate statistics on participants.

We may need to use your Personal Data for these purposes in order to comply with the internal policies, regulations and rules of UNU as well as potential contractual commitments. As such, we will not be able to refuse the processing of your Personal Data for these purposes.

**How long is my Personal Data kept by UNU?**

In accordance with the UNU Policy on Personal Data Protection, we will retain your Personal Data for the purposes (i)-(iv) mentioned above for the period which is deemed necessary for those purposes to be fulfilled (e.g. to allow you to participate in the event, manage the event or to ensure adequate follow-up).

As soon as your Personal Data is no longer necessary for these purposes or in case you object to the processing for these purposes, your Personal Data will be deleted or permanently anonymized without undue delay (whenever technically feasible and provided it is within the control of UNU). Unless you object to the processing for these purposes, your Personal Data may also be archived by UNU as a matter of public interest.

### **Who can see your Personal Data, and who will they be shared with?**

Your Personal Data may be processed by UNU personnel who need to carry out tasks strictly related to the purposes (i)-(iv) above and who are subject to an appropriate obligation of confidentiality.

Your Personal Data may also be shared with:

- (a) Companies or other entities engaged by us, including other international organizations, institutions or bodies, and partners who assist UNU in the organization of UNU events (e.g. by providing venues) or who provide other services related to the management/organization (e.g. communication platforms), follow-up and promotion of UNU events or assist UNU in its internal administration. Such entities typically process Personal Data on behalf of UNU;
- (b) Other participants who sign up for UNU events;
- (c) The general public (e.g. through publication of photographs, audio or video recordings and other relevant documents posted on the UNU website);
- (d) Third-party media outlets for communication and event promotion purposes.

### **What are my rights? How can I exercise them?**

Under the UNU Policy on Personal Data Protection, you are entitled to request:

- (a) Access and verification of your Personal Data;
- (b) Rectification of your Personal Data;
- (c) Withdrawal of your consent to the processing of your Personal Data;
- (d) Deletion of your Personal Data;

You also have the right to object to the processing of your Personal Data. Please note that UNU will need to verify your identity to be able to assess your request and may not always be able to comply with your request if exempt for certain reasons provided by the UNU Policy on Personal Data Protection. We will assess this on a case-by-case basis; if an exemption or restriction is found to be applicable, you will be informed of the reason for this.

If you have any questions or concerns about this Data Protection Notice or wish to exercise any of the abovementioned rights, please contact the UNU Institute or Office that organized the UNU event in which you are participating.

This Data Protection Notice may be updated from time to time in response to changing legal, technical or internal requirements.

Last updated: 14 December 2021