

Data Protection Notice for the symposium “The role of research and technology infrastructures in science diplomacy”

SESAME, Allan, Jordan, 28 October 2026

This Data Protection Notice describes the measures taken to protect your personal data with regard to the action involving the present data processing operation and what rights you have as a data subject.

Your personal data¹ are processed in accordance with Regulation (EU) No 2018/1725² on the protection of individuals with regard to the processing of personal data by the European Union institutions, bodies, offices and agencies and on the free movement of such data.

What is the purpose(s) of this processing activity?

The purpose(s) of processing is to provide you with information about the event (before, during and after) and to process your application for participation and for your participation in this event.

It covers:

- Sending **invitations** to the moderators/speakers and participants;
- Registration of **on-site participants** to the event, management of their participation online, and inclusion in participant lists;
- Registration of **online participants** to the event, management of their participation online, and inclusion in participant lists;
- Management of potential meetings related to the event, e.g. preparatory meetings with the moderators/speakers, and other related follow-up actions, such as the collection of feedback, reports, other publications and information material, and sending of emails informing on future activities related to the event;
- Collection of event statistics;
- Management of the web-streaming of the event;
- Management of the recording of the event;
- Management of pictures from the event.
- Collecting bios and pictures of the moderators/speakers

¹ **Personal data** shall mean any information relating to an identified or identifiable natural person (‘data subject’). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.

² 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 (OJ L295/39 of 21.11.2018) (EU DPR).

- Management of travel related information for moderators/speakers

This event will be web streamed. Online participants will have access to web-streaming and will not be able to unmute their microphone or turn on their camera or use the chat or Q&A section.

Who is the data controller?

The data controller of the processing operation is the Head of Unit 04 in DG Research and Innovation of the European Commission.

The following entity/ies process your personal data on our behalf:

1. Let's Events (processor)

Address: Business Center Floor 3, Building A3, 1111 Dubai, United Arab Emirates

Email: info@lets-events.com

As the logistics coordinator, Let's Events collects and processes personal data to ensure the smooth organisation and management of the event. This includes handling participant registration, travel arrangements, accommodation coordination, on-site logistics (such as badge printing), and post-event follow-ups. Additionally, Let's Events manages communication with participants regarding event-related updates and collects feedback through post-event surveys.

2. Guestbooster (sub-processor)

Address: 48 Avenue Maurice, 1050 Brussels, Belgium

Email: info@guestbooster.be

As the provider of the registration platform, Guestbooster collects and process all personal data provided in the registration form. The data are used to facilitate participant registration, check-in procedures, and badge issuance for in-person attendees, ensuring a smooth and organised event experience. For information on how Guestbooster processes personal data, please visit:

<https://www.guestbooster.be/home/pc.php>

3. Degen Travel (sub-processor)

Address: 87 Avenue de Spa, 4802 Verviers, Belgium

Email: bts@degentravel.com

As the travel agency responsible for managing travel bookings for sponsored participants of the event, Degen Travel, in collaboration with Let's Events, collects and processes personal data to facilitate and ensure all travel and accommodation details and arrangements, and accommodation reimbursements are arranged accurately.

4. Scorpion Security & Protection (sub-processor)

Email: info@scorpionjo.com

Address: Wasfi Al-Tal St. (Gardens Street), P.O. Box 4391, Postal Code 11953, Amman, Jordan

As the security provider for the event, Scorpion Security & Protection collects and processes personal data of on-site speakers/moderators and participants required to get access to the site as well as personal data of those who require visa assistance.

5. SESAME (sub-processor)

Address: P.O. Box 7, Allan 19252, Jordan

Email: info@sesame.org.jo

As local host, SESAME collects and processes personal data of on-site speakers/moderators and participants required to get access to the site as well as personal data of those who require visa assistance.

6. UNESCO (sub-processor)

Address: 7, Place de Fontenoy, 75007 Paris, France

Email: mailbrussels@unesco.org

UNESCO collects and processes personal data of moderators/speakers that are sponsored by UNESCO for the purpose of making travel arrangements.

7. Union for the Mediterranean (sub-processor)

Address: Palacio de Pedralbes, Pere Duran Farell 11, 08034 Barcelona, Spain

Email: info@ufmsecretariat.org

The Union for the Mediterranean (UfM) collects and processes personal data of moderators/speakers that are sponsored by UfM for the purpose of making travel arrangements.

Third party tools used for the organisation of the event

The event will be organised using the following tools:

- **Zoom Meeting:**

As a video conferencing used for online speakers, Zoom meeting, provided by Zoom Communications, Inc., collects and processes personal data to facilitate the online participation of attendees, speakers, and moderators. This may include user interaction data, technical details related to connectivity, and session engagement metrics.

Zoom stores collected personal data on servers within the EU and processes it in compliance with applicable data protection regulations.

For more details on how Webex uses cookies and processes personal data, please visit: Zoom Privacy Policy: <https://www.zoom.com/en/trust/privacy/privacy-statement/>

Which personal data is collected?

The following of your personal data are collected:

1. For the participation to the event

a. As moderators/speakers or participants (online and on-site):

- First name;
- Last name;
- Job Title;
- Organisation / Institution;
- Country;
- Professional email address.
- Any data provided in the registration form

b. Moreover, for **moderators/speakers**, their voice will also be web-streamed, recorded, and the recording made publicly available.

c. Moreover, for **online participants** of the event, the following data will also be collected:

- Browser user agent
- Browser IP address
- Browser first and last visit timestamps.

All personal data are mandatory for the purposes outlined above.

2. For the reimbursements of expenses (travel, accommodation costs etc.) of the moderators/speakers:

- ID card or passport;
- Bank account information;
- Any other information related to the travel arrangements, e.g. country and city of residence, *departure city and country, data required for visa processing*).

All personal data are mandatory for the purposes outlined above.

3. For confirmed participants requiring visa assistance:

- Data required for visa processing.

All personal data are mandatory for the purposes outlined above.

4. For on-site participants and moderators/speakers:

• A photographer will be present, and it is possible that **photographs** of you will be taken during the event and used for communication-related purposes. These can only be processed based on your explicit prior consent. Upon registration, you can give your explicit consent to be photographed and for your image to be published on related communication channels, i.e. the official websites of the European Commission, UNESCO, the Union for the Mediterranean, SESAME and social media platforms. In the absence of your consent, the organiser will provide you with a way to be identified by the photographer, so that they do not take identifiable photos of you.

• The event will be **web-streamed and recorded**, and while this should only concern the speakers, it is possible that any onsite participant will be **web streamed** and **recorded**. The web streaming and recording can only be processed based on your explicit prior consent. Upon registration, you can give your explicit consent to have your image/voice web streamed and recorded, and published on related communication channels, i.e. the conference website. In the absence of your consent, the organiser will provide a no camera zone for those who do not provide their consent to be web streamed and recorded or their photos to be taken.

Who has access to the personal data of data subjects and to whom can they be disclosed?

The recipients of your personal data are:

- Authorised staff of the European Commission, UNESCO, the Union for the Mediterranean and SESAME responsible for the organisation and management of the event, as well as the attendance of VIPs;
- Authorised staff of the European Commission, UNESCO, the Union for the Mediterranean and SESAME receiving pictures and audio-visual material for subsequent communication purposes;
- Authorised staff of the processors and subprocessors as described above, in particular if required for organisation purposes (such as event management organisations);

- Agents of the security personnel, including agents of invited VIPs for security purposes;
- The public when watching/listening to the event or the recording/photos;
- On a need-to-know basis and in compliance with the relevant current legislation, bodies charged with monitoring or inspection tasks in application of EU law (e.g. EC internal audit, Court of Auditors, European Anti-fraud Office (OLAF), the European Ombudsman, the European Data Protection Supervisor, the European Public Prosecutor).

Your personal data **will not be transferred** to third countries or international organisations beyond the organisations mentioned above.

The processing of your data will **not include automated decision-making** (such as profiling).

Which is the legal basis for processing your personal data?

The legal basis for the processing activities indicated above is:

- for your mandatory personal data indicated above: Article 5(1)(a) of Regulation EU 2018/1725 because 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);
- for your non-mandatory personal data indicated above: Article 5(1)(d) of Regulation EU 2018/1725 based on your explicit consent.

How to withdraw your consent and the consequences of doing this

If you want us to delete your personal data, please contact us and we will do it at the latest one month after your request.

Please note that withdrawing your consent does not affect the lawfulness of any processing based on your consent before this consent is withdrawn. Attention is drawn to the consequences of a delete request, which means that all your contact details will be lost.

How long do we keep your personal data?

Your personal data will be kept for a maximum period of **12 months from the day of the event**. Data will be deleted at the end of this period.

What are your rights regarding your personal data?

You have the right to access your personal data and to request your personal data to be rectified, if the data is inaccurate or incomplete; where applicable, you have the right to request restriction or to object to processing, to request a copy or erasure of your personal data held by the data controller. If processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing based on your consent before its withdrawal.

Your request to exercise one of the above rights will be dealt with without undue delay and within **one month**.

If you have **any queries** concerning the processing of your personal data or wish to exercise any of the rights described above, please contact DG RTD Head of Unit 04 (acting as data controller) RTD-04-ASSIST@ec.europa.eu or the DG RTD Data Protection Officer via: RTD-DATA-PROTECTION-COORDINATOR@ec.europa.eu, with the contractor's contact point in CC at: sesame@lets-events.com.

You shall have right of recourse at any time to the European Data Protection Supervisor at EDPS@edps.europa.eu.

Version 1.0, September 2026