

## **Privacy Statement for Processing of Personal Data**

Please read the following carefully to understand how personal data received within the scope of registration for the 13<sup>th</sup> User Forum in Africa ('the UFA'), taking place from the 24-28 September 2018, in Abidjan, Cote d'Ivoire is treated. EUMETSAT is committed to protecting and respecting your privacy while all the while carrying out our obligations arising from the organisation of the UFA.

By submitting your personal data, you agree to have your personal data collected and further processed by EUMETSAT and the listed associated entities for the purposes detailed in this Privacy Statement, guaranteeing your smooth and efficient participation at the UFA.

The associated entities for the purposes of the 13<sup>th</sup> UFA include:

- [Société d'Exploitation et de Développement Aéroportuaire, Aéronautique et Météorologique](#) (SODEXAM) – Acting host of the UFA
- [Azalai Hôtel Abidjan](#)
- La Direction de la Surveillance du Territoire of the Republic of Cote d'Ivoire
- EUMETSAT travel agency (DER Service)

### **What data is collected, further processed and by whom?**

EUMETSAT and the associated entities will be engaged in, among other things, the fulfilment of your registration, your accommodation arrangements, the processing of your payment details and the provision of support services.

To this end, the following personal data will be collected: title, family name, first name, position name of the sending organisation, e-mail address, postal address and country where the organisation or individual is established, phone, mobile and fax number, preferred language, flight details.

A copy of your passport/identity card and date of birth are required to facilitate your entry into Cote d'Ivoire and where applicable, your transit through third countries. This data will also be used to prepare your entrance permission to the UFA.

You will also be asked to indicate individual requirements pertaining to diet or mobility.

### **When will personal data be disclosed to third parties?**

Upon request and for the purposes of facilitating your entry into Cote d'Ivoire, your personal data will be shared with local immigration offices.

Your basic contact details (title, family name, first name, position, name of the sending organisation, nationality, email or country of residence) will be placed on an attendee list and included in the final UFA report, to be published by EUMETSAT in follow-up to the UFA. Please note that paper copies of the attendee list will be available at the UFA.

### **How is your personal data safeguarded?**

Your personal data will be stored in an on-line and offline local database accessible via secure access code provided to a designated group of organisers. Processing of your personal data by EUMETSAT, during and in follow-up to the UFA, will be exercised pursuant to EUMETSAT's Data Privacy Policy.

## **Filming and Photography**

By participating in the UFA you consent to photography, audio recording, video recording and its/their release, publication, exhibition, or reproduction on EUMETSAT and SODEXAM's respective websites, intranet pages and other available social media channels.

Please note that media will be in attendance at the UFA. Any photographs, audio and video recordings used for their own publication, transmission or broadcast cannot be attributed to EUMETSAT or the associated entities.

## **Will personal data be processed beyond the UFA?**

Personal data will be retained up until the fulfilment of all administrative and financial claims arising from the organisation of the UFA. If subsequent deletion is prevented by the legal obligation to retain data, the data will be blocked until expiry of the legal obligation to retain personal data.

Please note that we may also use your data to provide you with information about future events and that we may contact you about these via e-mail.

## **How do I inform EUMETSAT of changes to my personal data?**

If you request correction of your personal data, please use the contact address indicated below to inform of us of such.

<b>Contact: <a href="mailto:ufa@eumetsat.int">ufa@eumetsat.int</a></b>
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