



Privacy Statement

Please read the following carefully to understand how EUMETSAT treats personal data received within the scope of registration for the 15th User Forum in Africa (**'UFA meeting'**), taking place from 13-16 September 2022. EUMETSAT is committed to protecting and respecting your privacy while all the while carrying out its obligations arising from the organisation of the UFA meeting.

By submitting your personal data, you agree to have your personal data collected and further processed as described for the purposes detailed below, allowing EUMETSAT and external suppliers and/or entities to contact you as required for the organisation and administration of the UFA meeting.

What categories of personal data are processed and by whom?

The data that we collect may be processed by EUMETSAT or by one of our external suppliers and/or entities involved in organising the UFA meeting, including:

- [Tanzania Meteorological Authority](#) (**'TMA'**) – Acting host of the UFA;
- [Tiffany Diamonds Hotels](#) and [Southern Sun Hotel](#);
- Commissioner General of Immigration of United Republic of Tanzania;
- EUMETSAT travel agency (DER Business Travel GmbH).

The aforementioned parties may be engaged in, among other things, the fulfilment of your registration, accommodation, the processing of your payment details and the provision of support services.

To this end, the following registration data will be collected: title, family name, first name, name of the sending organisation, e-mail address, postal address and country where the organisation or individual is established, phone number.

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

Your passport and/or ID number as well as date of birth are required to verify your identity. This information is used to fulfil visa requirements, prepare entrance permissions and for access control purposes.

You may also be given the opportunity to indicate individual requirements, e.g. those pertaining to diet or mobility. This information will be processed only to ensure that these requirements are taken into account and will not be used beyond the purposes of the UFA meeting.



When will personal data be disclosed to third parties?

EUMETSAT may be under a duty to disclose or share your personal data in order to comply with certain legal obligations, in which case we will take the necessary steps to keep you informed.

EUMETSAT may only share your personal data with external suppliers and/or entities for purposes pertaining to the organisation of the UFA meeting and provided such suppliers and organisations have in place comparable safeguards for the protection of personal data.

Your basic contact details (title, family name, first name, name of the sending organisation) will be placed on an attendee list. This list may be provided to all UFA meeting participants (electronically and in paper) for the purposes of networking and arranging side-meetings. If you do not wish to be included on such a list, please indicate this at the time of registration by sending an email to ufa@eumetsat.int. The attendee list will also be published as part of the final UFA report published in follow up to the UFA meeting.

Commented [AD1]: Please double check what information will be included on attendee list.

How does EUMETSAT protect and safeguard your personal data?

Personal data is processed pursuant to the principles set out in EUMETSAT's Personal Data Protection Policy. For a copy of the EUMETSAT Personal Data Protection Policy, please contact the EUMETSAT Data Protection officer by sending an email to dataprotectionofficer@eumetsat.int.

Personal data is stored on servers that abide by EUMETSAT's security standards and in compliance with its Policy on Risk and Information Management Security. Unless indicated otherwise in this Privacy Statement, your personal data is stored on servers located in the EEA.

Personal data will be retained up until the fulfilment of all administrative and financial claims arising from the organisation of the UFA meeting. 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.

Will personal data be processed beyond the UFA meeting?

EUMETSAT shall use your data to send you emails regarding similar events, which EUMETSAT intends to host in future. You can exercise your right to prevent processing of this nature by contacting the organising team ufa@eumetsat.int, who shall take you off the distribution list.

Filming and Photography

For promotional purposes, there may be video production taking place during the UFA meeting. A photographer appointed by EUMETSAT or TAM may also be taking photographs. If you do not wish to be filmed or photographed you should advise the photographer or camera person at the UFA meeting accordingly. Film footage and photographs taken at the UFA meeting may be used on the EUMETSAT and/or TAM website, intranet, and social media channels as well as in any of the official print publications.



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

How can I have my personal data deleted, corrected or object to its further processing?

In accordance with EUMETSAT's Personal Data Protection Policy, you are entitled to invoke the right of access, correction and deletion of your personal data or object to the processing of personal data.

Requests of this nature shall be submitted to the EUMETSAT DPO, by sending an email to dataprotectionofficer@eumetsat.int, keeping the organising team in copy ufa@eumetsat.int.

After due consideration, the DPO shall communicate to what extent your request can be satisfied and shall provide clear reasons for either granting or refusing it. If you request the deletion of your personal data before the UFA meeting takes place, you acknowledge and accept that your registration cannot be processed and participation in the UFA meeting shall be denied.

Can I seek legal recourse or submit a complaint in case of a data protection incident?

Should you become aware of a data protection incident, you are kindly invited to contact the EUMETSAT Data Protection Officer by sending an email to dataprotectionofficer@eumetsat.int.

In case you wish to submit a complaint, you are required to comply with the Rules of Procedure of Personal Data Protection Complaints and Appeals as set forth in the Annex of EUMETSAT's Personal Data Protection Policy.

Where a dispute cannot be resolved at the level of the Director-General, you have the right to lodge an appeal with the EUMETSAT Personal Data Protection Supervisory Authority. The EUMETSAT Personal Data Protection Supervisory Authority is fully independent in the exercise of its duties, and replaces oversight by any national/European data protection authorities.

Questions

Regarding any aspects of the event, please address your questions to ufa@eumetsat.int. If you have any questions regarding personal data, specifically EUMETSAT's processing activities, please send a message to dataprotectionofficer@eumetsat.int.