

Privacy Statement

16th User Forum in Africa

Please read the following carefully to understand how EUMETSAT treats personal data received within the scope of registration for the 16th User Forum in Africa (**‘UFA meeting’**), taking place from 16-20 September 2024, in Cotonou, Benin. [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.

What categories of personal data are processed and by whom?

The data collected within the scope of your registration will be processed by EUMETSAT and shared with the entities listed below:

- [Agence Nationale de la Météorologie du Bénin](#) (Météo Bénin), Cotonou, Republic of Benin – Acting host of the UFA;
- [Benin Royal Hotel](#), Cotonou, Republic of Benin
- [Nobila Hotel](#), Cotonou, Republic of Benin
- Palais des Congrès, Conference Center (Direction du Palais des Congrès et du Centre International de Conférences (DPCCIC)), Cotonou, Republic of Benin
- Direction de l'Émigration et l'Immigration of the Republic of Benin;
- EUMETSAT travel agency (DER Business Travel GmbH).

These entities 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. Cross-border transfers to Benin are necessary to ensure a smooth organisation of the UFA meeting and are performed on the understanding that the entities have safeguards in place to protect your personal data.

As part of your registration data, you will be required to provide the follow details: 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.

Furthermore, 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.

Please note, that upon request and for the purposes of facilitating your entry into Benin, your personal data will be shared with local immigration offices.

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.

As noted in the section above, EUMETSAT will share your personal data with other 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.

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](#).

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 by EUMETSAT for a maximum period of 2 years after the UFA meeting.

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 and photography during the UFA meeting. If you do not wish to be filmed or photographed you should advise the photographer or camera person at the UFA meeting accordingly. Footage taken at the UFA meeting may be used on the EUMETSAT and/or Météo Bénin 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 Météo Bénin.



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.