

## **REGISTRATION FORM**

### **EUROSAI WGEA and ECA Joint Biodiversity Conference**

22-24 October 2019

European Court of Auditors, Luxembourg

By filling in the registration form, you give your consent for the collection and processing of your personal data as described in the privacy statement below.

#### **PARTICIPANT**

**Mr Ms**

**Family Name**

**First Name**

**Organisation**

**Job Title**

**Telephone**

**Email address**

#### **VISA**

Do you require a visa facilitation letter?      YES      NO

#### **TRAVEL INFORMATION**

Please note that no transportation will be organized by ECA from/to the airport/train station

##### **Arrival in Luxembourg**

Date:                      Time:                      Flight/Train No:                      From:

##### **Departure from Luxembourg**

Date:                      Time:                      Flight/Train No:                      To:

#### **HOTEL INFORMATION**

Please reserve directly with hotel using the [hotel booking form](#)

HOTEL:                                      Arrival:                                      Departure:

#### **PARTICIPATION IN EVENTS**

21/10	19:00	Welcome reception (Double Tree Hilton)
22/10	12:30	Working lunch (ECA)
	19:00	Buffet Dinner (ECA)
23/10	12:30	Working lunch (ECA)
24/10	13:30	Working lunch (ECA)

#### **DIETARY REQUIREMENTS**

Please indicate if you have specific dietary requirements to be paid attention to

**Vegetarian      Vegan      No pork      No beef      No fish      No sea food      Other:**

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## CALL FOR CONTRIBUTIONS

**Please indicate how you would like to contribute to the conference:**

- ✔ Lead a group discussion on one of the biodiversity themes indicated below
- ✔ Present a poster during the poster session
- ✔ Make a presentation on your SAI's experience in auditing biodiversity

Title of the presentation

- ✔ Propose another activity:

**If you want to participate, please give a title and/or a brief description in the table below.**

Forest biodiversity

Marine biodiversity

Soil biodiversity

Biodiversity on agricultural land

Pollinators

Other biodiversity theme (please specify)

Other activity (please specify)

Please return this registration form by **10 September 2019**  
to the ECA and to the Secretariat of EUROSAI WGEA at  
[ECA-EUROSAI-WGEA-Registration@eca.europa.eu](mailto:ECA-EUROSAI-WGEA-Registration@eca.europa.eu); [eurosaIWGEA@riigikontroll.ee](mailto:eurosaIWGEA@riigikontroll.ee)

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### **PRIVACY STATEMENT**

This privacy statement concerns the European Court of Auditors' (ECA) processing of personal data for the organisation and management of the EUROSAI WGEA and ECA Joint Biodiversity Conference, taking place 22-24 October 2019.

The manner in which the ECA processes and protects your personal data is described below.

**By filling in the registration form and attending the conference, you give consent to the processing of your data by the ECA as described in this statement.**

#### **Who is responsible for handling your data?**

Data processing operations are under the responsibility of the ECA Secretary-General.

#### **Why do we collect your data?**

The ECA will use the data for organising and managing the conference. Part of the data will be used in the content of the booklet to be distributed during the event. ECA will use without restriction the photographs bearing your image in all types of publications or communication via the Internet in order to illustrate or promote the activities or projects, past, present or future, of the European institutions and the European Union. If you don't want to be photographed, please mention this upon arrival. Your personal data will not be processed for any purpose other than that for which they have been collected. Should any further processing be intended for a purpose other than that for which the personal data have been collected, you will be provided with information on that other purpose and with any further relevant information required to ensure fair and transparent processing.

#### **What are the rules governing the use of your data?**

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 is the legal framework for the processing of personal data within the Court. The legal basis for the processing of your personal data is your consent for the collection and processing of your personal data.

#### **What personal data do we collect?**

The following categories of data will be collected: gender, family name, first name, organisation, job title, telephone number, email address, travel information, accommodation information, food restrictions, audio-visuals.

#### **Who has access to your data and to whom will your data be disclosed?**

The Directorate of the Presidency, the Slovenian Cabinet, the Events and Protocol entity, Chamber I and the Security team, have access to all or some of your data according to the "need to know" principle. Pictures may be archived by ECA into the European Union's online database, accessible to the public free of charge online. Third parties with access to the European Union's database may use this photograph/video for information or education purposes only. Your personal data may be transferred to other recipients if you lodge a complaint to the European Ombudsman, the European Data Protection Supervisor, the ECA Data Protection Officer.

#### **How do we safeguard against possible misuse of or unauthorised access to your data?**

Data sets are stored securely in the ECA's data centre in Luxembourg, and are therefore covered by the numerous measures taken to protect the availability, integrity and confidentiality of the institution's electronic assets. Access to personal data is restricted to a specific user group. Access rights are granted on a "need to know" basis, taking account of the role, post and responsibilities of the user concerned. These rights are continually updated as staff assignments change. The ECA's Secretary-General has overall responsibility for implementation of the rules on access rights and compliance with the rules on data protection, but has delegated responsibility in these areas to different entities. The Court has an information security policy, and an Information Security Officer who ensures that the policy is implemented correctly and that the related checks are tested for efficiency.

#### **How long do we keep your data?**

Personal data from the registration form will be kept for 18 months after the event. Images will be kept forever until you request them to be removed.

**What are your rights?**

Your rights in respect of your personal data are set out in Articles 17 to 24 of Regulation (EU) 2018/1725. You have the right to access your personal data and to have it rectified without undue delay if it is inaccurate or incomplete. Under certain conditions, you have the right to ask us to erase your personal data or to restrict its use. Where applicable, you have the right to object to the processing of your personal data, at any time, on grounds relating to your particular situation, and the right to data portability. We will consider your request, take a decision and communicate it to you without undue delay and in any event within one month of receipt of the request. This period may be extended by two further months where necessary. You are not subject to automated decisions (made solely by machines), including profiling when requesting and participate in the conference. You can exercise your rights by contacting the data controller, using the contact information given below.

**Who should you contact if you have a query or complaint?**

The first point of contact is the data controller at [ECA-INFO@eca.europa.eu](mailto:ECA-INFO@eca.europa.eu).

You may contact at any time the ECA's Data Protection Officer ([ECA-Data-Protection@eca.europa.eu](mailto:ECA-Data-Protection@eca.europa.eu)) if you have any concerns/complaints about the processing of your personal data.

European Court of Auditors

12 rue Alcide de Gasperi

Data Protection Officer

1615 Luxembourg

LUXEMBOURG

You have the right to lodge a complaint, at any time, with the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) concerning the processing of your personal data.