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## PRIVACY STATEMENT

### Processing of personal data in the context of Governance bodies and meetings

#### 1. Introduction

The protection of your personal data is of high importance to the Smart Networks and Services Joint Undertaking (SNS JU). SNS JU is committed to respecting and protecting your personal data and ensuring your rights as a data subject.

All personal data processed in the framework of governance bodies and meetings are handled fairly, lawfully and with due care.

This processing operation is subject to Regulation (EU) 2018/1725. The present privacy statement is provided pursuant to Articles 15 and 16 of that Regulation.

#### 2. Controller

The controller for this processing operation is:

Smart Networks and Services Joint Undertaking (SNS JU)

Avenue de la Toison d'Or 56-60

1060 Brussels, Belgium

Email: [data-protection@sns-ju.eu](mailto:data-protection@sns-ju.eu)

SNS JU has appointed a Data Protection Officer (DPO), who can be contacted at the same address.

#### 3. Purpose of the processing

Personal data are processed for the organisation, management and documentation of governance activities and meetings, including:

- preparation and organisation of meetings (e.g. Governing Board, advisory or working groups)
- management of participant lists and invitations
- organisation of meeting logistics (including remote participation)
- drafting, review and adoption of agendas, minutes and decisions
- recording of attendance and participation
- communication with participants before, during and after meetings
- follow-up actions, reporting and archiving of governance documents

#### 4. Categories of data subjects

The processing concerns:

- members and representatives of governance bodies
- alternates, observers and invited participants
- experts and stakeholders participating in meetings
- SNS JU staff involved in governance activities

#### 5. Personal data processed and legal basis

##### Personal data processed

SNS JU may process the following categories of personal data:

- identification data (name, surname, title, organisation)
- contact details (email address, telephone number)
- professional information (role, function, affiliation)
- participation data (attendance lists, meeting contributions)
- information included in meeting documents (e.g. minutes, decisions, presentations)
- audio-visual data where applicable (e.g. recordings of meetings)

##### Legal basis

Processing is based on:

- Article 5(1)(a) of Regulation (EU) 2018/1725 (task carried out in the public interest)
- Article 5(1)(b) of Regulation (EU) 2018/1725 (compliance with legal obligations)

Processing is necessary to ensure proper functioning of SNS JU governance in accordance with:

- Council Regulation (EU) 2021/2085 establishing SNS JU
- applicable governance rules and procedures adopted by SNS JU
- transparency and accountability obligations under Union law

#### 6. Source of the data

Personal data are:

- provided directly by participants or their organisations
- generated during the organisation and conduct of meetings
- included in documents submitted by participants

#### 7. Recipients of the data

Access to personal data is granted on a need-to-know basis to:

- authorised SNS JU staff involved in governance and administration
- members and participants of governance bodies (as appropriate)
- European Commission services where relevant
- contractors or service providers supporting meeting organisation (e.g. IT tools), under appropriate safeguards
- Certain information (e.g. names of members, adopted decisions) may be published in accordance with transparency obligations.

#### 8. Transfers to third countries

In principle, personal data are processed within the European Economic Area (EEA).

Where transfers to third countries occur (e.g. when an applicant is located outside the EEA), they are carried out in compliance with Regulation (EU) 2018/1725.

## 9. Data retention

Personal data are retained:

- for up to 10 years after the meeting or related activity, or longer where required for legal, audit or archiving purposes

Certain documents (e.g. minutes, decisions) may be archived for historical or institutional purposes..

## 10. Security measures

SNS JU implements appropriate technical and organisational measures, including:

- role-based access control
- secure storage and handling of sensitive information
- confidentiality obligations for staff and stakeholders
- monitoring and protection of IT systems

## 11. Rights of data subjects

Under Regulation (EU) 2018/1725, you have the right to:

- access your personal data
- rectify inaccurate or incomplete data
- request restriction of processing
- object to processing

Certain rights may be restricted where necessary to ensure the proper functioning of governance processes, the integrity of decision-making, or the protection of the rights of other participants, in accordance with Article 25 of Regulation (EU) 2018/1725.

Requests can be addressed to: [data-protection@sns-ju.eu](mailto:data-protection@sns-ju.eu)

SNS JU will reply within one month, which may be extended in complex cases.

## 12. Complaints

If you consider that your rights have been infringed, you may contact the SNS JU DPO.

You also have the right to lodge a complaint with the European Data Protection Supervisor (EDPS):

European Data Protection Supervisor

Rue Wiertz 60

B-1047 Brussels

Email: [edps@edps.europa.eu](mailto:edps@edps.europa.eu)

## 13. Further information

The SNS JU public register of processing activities is available at:  
<https://smart-networks.europa.eu/data-protection-declaration/>