



## **INFORMATION NOTICE ON THE PROTECTION OF PERSONAL DATA**

Everyone has the right to the protection of personal data.

The processing of personal data by the institutions, bodies, offices and agencies of the European Union is governed by Regulation (EU) 2018/1725 (OJ 2018, L 295, p. 39).

This notice explains why and how your data will be used in the context of such processing.

## **SEMINARS AND VISITS**

### **Who is responsible for the processing of personal data?**

Your data are processed by the Court of Justice of the European Union and its departments. The Protocol and Visits Directorate is responsible for the processing of personal data with regard to the organisation of seminars and visits.

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

As part of the management of the European Court of Justice's hospitality policy, the Protocol and Visits Directorate (Seminars and Visits Unit) organises seminars and visits to ensure that legal professionals and litigants are kept informed about the functioning and case law of the courts of the EU and to strengthen the community of law. Personal data is collected in connection with the organisation of seminars and visits, so that these can take place in the best possible conditions (efficiency of contacts and correspondence, definition of a seminar and visit program adapted to the language, level of training, and interests of visitors, taking into account specific needs).



## PROTOCOL AND VISITS DIRECTORATE

### Who has access to your data?

The data are communicated only to the services and persons involved in the organisation and follow-up of the seminar and visit, where appropriate, the competent bodies to carry out controls in accordance with the applicable law.

Sensitive data is only communicated to the service(s) directly concerned (e.g. any dietary restrictions are communicated to the catering service).

### For how long will your data be stored?

The Protocol and Visits Directorate processes the data for as long as is necessary to organise and follow up on the seminar and visit, and retains it for a maximum of six years after the seminar and visit.

The Protocol and Visits Directorate processes sensitive data, such as information relating to disabilities or dietary requirements, for as long as is necessary to organise and follow up on the seminar and visit. This data is kept for a maximum of six months after the seminar and visit.

The programme of the seminar and visit and general data such as the category and number of participants as well as the country and language of the group are kept by the Protocol and Visits Directorate for historical purposes.

### What are your rights?

In accordance with the applicable rules, you have the right to request from the controller access to your data and, where applicable, rectification, erasure or restriction of processing. In addition, you may object to the processing for reasons relating to your particular situation.

You can withdraw your consent to the processing of your image or audio recording. In this case, the processing of your data that has taken place remains valid; the withdrawal of consent only affects further processing operations. However, if consent to the processing of sensitive data, such as dietary restrictions, is withdrawn, the institution will no longer be able to ensure that your visit proceeds under the best possible conditions.



PROTOCOL AND VISITS DIRECTORATE

**How to exercise your rights? Who to contact?**

You can contact the responsible for the processing of data with regard to seminars and visits, i.e. the Protocol and Visits Directorate, as follows:

E-mail address: [Visites\\_Serv@curia.europa.eu](mailto:Visites_Serv@curia.europa.eu)  
[Seminars@curia.europa.eu](mailto:Seminars@curia.europa.eu)

Correspondence address: Court of Justice of the European Union  
Protocol and Visits Directorate  
Rue du Fort Niedergrunewald  
L-2925 Luxembourg  
LUXEMBOURG

You will receive a response to your request as soon as possible and, at the latest, within a month. This deadline can be extended, if needed.

You can also contact the Data Protection Officer of the Court of Justice of the European Union: [DataProtectionOfficer@Curia.europa.eu](mailto:DataProtectionOfficer@Curia.europa.eu)

**European Data Protection Supervisor**

You have the right to lodge a complaint with the European Data Protection Supervisor if you consider that the processing of personal data concerning you does not comply with Regulation 2018/1725.