



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR INTERNAL MARKET, INDUSTRY, ENTREPRENEURSHIP
AND SMES

Ecosystems IV: Mobility & Energy Intensive Industries

The Director

Brussels
GROW.I.1/CK

CRM Board: nomination of representatives and invitation to first meeting

Dear Sir, / Dear Madam,

We are pleased to announce that the Critical Raw Materials Act has been published in the Official Journal⁽¹⁾ on 3 May 2024, and will therefore enter into force on 23 May 2024.

With a view to the swift implementation of this important framework, we kindly ask you to inform us of the names of your appointed **high-level representative and deputy high-level representative**, as well as of the alternate of the latter.

We also invite your appointed high-level representative and deputy high-level representative to participate in the **first meeting of the European Critical Raw Materials Board on 23 May in Brussels**. The agenda for the first meeting (see Annex II) includes the adoption of the Board's Rules of Procedure and discussion on important aspects of the implementation, including on the selection and support of Strategic Projects.

We would also like to invite your representatives to attend a celebratory reception **on 22 May in the evening**, to mark the entry into force of the CRMA together.

Please write to DG GROW no later than **Monday 13 May** at GROW-EU-CRM-BOARD@ec.europa.eu to confirm your participation to the Board meeting. In your confirmation, please include:

- the names, e-mail address and telephone number of your appointed representatives:
 - high-level representative
 - deputy high-level representative
 - alternate of the deputy high-level representative; and
- if relevant, any comment on the draft Rules of Procedures.

In Annex, you will find: information on the structure of the Board (also included in our communication of 18 March), the agenda of the first meeting, the draft Rules of Procedure,

⁽¹⁾ See OJ L, 2024/1252, 3.5.2024, ELI: <http://data.europa.eu/eli/reg/2024/1252/oj>.

and a privacy statement related to the processing of personal data in relation to the work of the Board.

We remain available for any questions related to this invitation.

Yours faithfully,

Joaquim NUNES DE ALMEIDA

Annex I

European Critical Raw Materials Board

A) Tasks

Article 35 of the Critical Raw Materials Act (the ‘CRM Act’) establishes the European Critical Raw Materials Board (the ‘Board’), which will have a central role in applying this new policy framework. The CRM Act entrusts the Board with, amongst other things, advising the Commission on the selection and implementation of Strategic Projects (Article 7), coordinating supply chain monitoring (Article 20) and strategic stocks (Article 23), exchanging best practices regarding national exploration programmes (Article 19), permitting procedures and circularity (Article 36), and coordinating international cooperation and Strategic Partnerships covering raw materials (Article 37).

B) Membership and organisation

Article 36 specifies that the Board will be composed of representatives from all Member States and of the Commission as its chair⁽²⁾. Each representative needs to have an alternate.

The CRM Act specifies that each Member State will appoint **one high-level representative**. To effectively participate in the Board’s work, the high-level representative should be a senior official with direct responsibility for critical raw materials policy. The Commission intends to appoint the Director of DG GROW’s directorate responsible for raw materials to chair the meetings of the high-level representatives.

Article 36 allows Member States to appoint additional representatives in relation to the different tasks of the Board. Therefore, and in light of the variety its tasks, it is expected that the Board will meet in different configurations, involving different representatives depending on the topic on the agenda. Some of these configurations, the standing sub-groups, are already defined in Article 36(6).⁽³⁾

To ensure coordination between different configurations, Member States are asked to also appoint **one deputy high-level representative**. The deputy high-level representative (or their alternate) should attend all meetings of the Board and its sub-groups (where appropriate, accompanied by relevant experts) and serve as a contact point for all matters related to the activities of the Board. The deputy high-level representative will also serve as the alternate to the high-level representative. The deputy high-level representatives will help ensure consistency between different aspects of the Board’s work and effective communication between Member States and Commission. The Commission intends to

⁽²⁾ In the event of a vote, only Member States will have voting rights and they will have one vote regardless of the number of their representatives.

⁽³⁾ NB: This means that not all topics that the Board will discuss are linked to a specific sub-group. Where topics are not linked to a sub-group, they will be included on the agenda of the ‘main’ Board according to need and in line with the act.

appoint the Head of DG GROW's unit responsible for raw materials to chair the meetings of the deputy high-level representatives.

C) Planning

Regarding the planning of Board meetings, the following approach is envisaged:

- First, to ensure consistency and provide overall guidance, the **high-level representatives** will meet at least **once a year** to decide on horizontal matters and discuss the planning of the Board's work.
- Second, the **deputy high-level representatives** will meet **at regular intervals (at least 4 times per year)**. Meetings will be planned taking into account the needs of implementing the CRMA's different provisions and the minimum frequencies set out in Article 36(4). Meetings will be bundled where possible.
- Third, the **specialised sub-groups** (also attended by the deputy high-level representatives) responsible for carrying out tasks requiring particular expertise (see Article 36(6)), will meet as often as needed for the implementation of their specific tasks.

Meetings of the Board will take place on Commission premises or virtually, depending on the circumstances. The yearly high-level meetings will at least take place physically, on Commission premises.

D) Rules of Procedure

According to Article 36 of the CRMA, the Board will adopt its **Rules of Procedure** at its first meeting, on a proposal by the Commission. The draft rules of procedure can be found in **Annex III**. The Rules of Procedure will structure the work of the Board. The draft rules were drafted based on the template used for Commission expert groups and in line with the provisions of the CRMA.

Possible comments can be sent, together with the information on the appointed representatives, **until 13 May 2024**.

E) Committee and expert group

Article 39 of the CRMA foresees that the Commission will be assisted by a committee for the adoption of implementing acts, functioning in line with Regulation (EU) No 182/2011⁽⁴⁾ (the 'Comitology Regulation'). In addition, the Commission will consult an expert group made up of Member State experts on draft delegated acts.

In order to streamline implementation of the CRM Act the Commission intends to organise meetings of the committee and expert groups **on the same day as meetings of the Board or of specific sub-groups** relevant to the implementing or delegated act at hand. In that

⁽⁴⁾ Regulation (EU) No 182/2011 of the European Parliament and of the Council of 16 February 2011 laying down the rules and general principles concerning mechanisms for control by Member States of the Commission's exercise of implementing powers (OJ L 55, 28.2.2011, p. 13-18).

case, both meetings can, while separate, be attended by the same representatives and make use of the same invitation and meeting link or room. To enable this approach, we advise that a Member State's **deputy high-level representative**, who will attend all Board meetings, will also represent that Member State in the committee or expert group.

Further details on the nominations to the committee and expert groups, and on the implementing and delegated acts to be examined will be provided in separate communications.

Annex II

Agenda of the first meeting of the European Critical Raw Materials Board

Wednesday 22 May

Cocktail reception - 18:00 – 20:00

Location: Berlaymont building - Hall 7 (address: Rue de la Loi 200)

- Celebrating the entry into force of the Critical Raw Materials Act
- Speech – Commissioner for Internal Market **Thierry Breton**

Thursday 23 May

Morning session – 09:00-13:00

Location: Charlemagne building - Sicco Mansholt room (address: Rue de la Loi 170)

9:00 – 9:20 Welcome

- Introduction – Executive Vice-President of the Commission **Maroš Šefčovič**
- Impulse speech – Vice-President of the European Investment Bank **Nicola Beer**

9:20 – 10:00 Presentation of the Board's structure and tasks (information)

- Board structure and draft Rules of Procedure
- Planning of future Board and sub-group meetings

10:00 – 10:15 Adoption of Rules of Procedure (opinion)

10:15 – 11:30 Introduction of Strategic Project process (information and discussion)

- Selection process and role of the Board
- Call for application and first cut-off date

11:30 – 11:45 Coffee break

11:45 – 13:00 Coordination of international dimension (information and discussion)

- Existing and upcoming Union and national partnerships
- Union and Member States' participation in multilateral fora

13:00-14:00 Lunch – provided by the Commission

Afternoon session – 14:00 – 18:00

Location: Charlemagne building, Alcide de Gasperi room (address: Rue de la Loi 170)

14:00-16:00 Investment in Strategic Projects (information and discussion)

- Process for supporting Strategic Projects under CRM Act
- Presentations from representatives of the:
 - National CRM funds (Germany, France and Italy)
 - European Investment Bank
 - European Bank for Reconstruction and Development
 - European Batteries Alliance raw materials fund

16:00-16:15 Coffee break

16:15-17:15 Risk monitoring (information and discussion)

- Introduction of CRM Act provisions
- Presentation on activities of relevant national authorities:
 - OFREMI (France)
 - DERA (Germany)
- Building a European approach

17:15-18:00 Strategic stocks (information and discussion)

- Introduction of CRM Act provisions
- Presentation from Finnish National Emergency Supply Agency (NESA)
- Building a European approach

Annex III

Draft Rules of Procedures

RULES OF PROCEDURE OF THE EUROPEAN CRITICAL RAW MATERIALS BOARD

THE EUROPEAN CRITICAL RAW MATERIALS BOARD ('the Board'),

Having regard to the Regulation of the European Parliament and of the Council establishing a framework for ensuring a secure and sustainable supply of critical raw materials ('the CRM Act') and establishing the European Critical Raw Materials Board,

HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE:

Point 1

Operation and membership

1. The Board shall act at the request of the Directorate General for Internal Market, Industry, Entrepreneurship and SMEs ('DG GROW'), in compliance with the CRM Act and the present Rules of Procedure.
2. The high-level representative referred to in Article 36(2) of the CRM Act shall be a senior official with direct responsibility for critical raw material policy.
3. Each Member States shall appoint a deputy high-level representative to the Board. The deputy high-level representative shall:
 - a) attend all meetings of the Board, including the meetings of the sub-groups;
 - b) function as a contact point for all matters related to the activities of the Board;
 - c) be the alternate of the high-level representative.
4. Each Member State shall notify in writing to the secretariat the names and the affiliation of the appointed representatives and their alternates.

Point 2

Convening a meeting

1. Meetings of the Board shall be convened by the Chair. Joint meetings of the Board with other groups may be convened to discuss matters falling within their respective areas of responsibility.
2. The Chair shall convene a meeting of the high-level representatives at least every year, with the purpose of discussing the general direction and priorities of the Board.
3. In principle, meetings of the Board shall be held on Commission premises or virtually, depending on the circumstances.

Point 3

Agenda

1. The secretariat shall draw up the agenda under the responsibility of the Chair and send it to the members of the Board.
2. The agenda shall indicate which agenda points are for information and discussion, and on which agenda points an opinion, recommendation or report should be adopted.
3. The agenda shall be adopted by the Board at the start of the meeting.

Point 4

Documentation to be sent to group members

1. The secretariat shall send the invitation to the meeting and the draft agenda to the Board members no later than fourteen calendar days before the date of the meeting.
2. The secretariat shall send documents on which the group is consulted to the Board members no later than seven calendar days before the date of the meeting.
3. In urgent or exceptional cases, the time limits for sending the documentation mentioned in paragraphs 1 and 2 may be reduced to three calendar days before the date of the meeting. Paragraphs 1 and 2 do not apply to documents to be presented at the meeting for information or discussion purposes only.

Point 5

Opinions of the group

1. In the event of a vote, the outcome of the vote shall be decided by simple majority of the members.
2. The members that have voted against or abstained shall have the right to have a document summarising the reasons for their position annexed to the opinions, recommendations or reports.

Point 6

Sub-groups

1. Sub-groups shall be established on the basis of Terms of Reference drafted by DG GROW and adopted by the Board.
2. Sub-groups shall operate in compliance with the CRM Act and the present Rules of Procedure. They shall report to the Board. Temporary sub-groups shall be dissolved as soon as their mandate is fulfilled.

3. Member States shall appoint representatives to the sub-groups and notify in writing their names and affiliation to the secretariat in accordance with each sub-group's Terms of Reference or the CRM Act.
4. The sub-groups shall be chaired by a representative of the Commission.
5. The meetings of the sub-groups shall be convened by the Chair of the respective sub-group.

Point 7

Observers and invited experts

1. Organisations and public entities appointed as observers shall nominate their representatives.
2. Observers and their representatives may be permitted by the Chair to take part in the discussions of the Board and its sub-groups and provide expertise. However, they shall not have voting rights and shall not participate in the formulation of recommendations or advice of the Board and its sub-groups.
3. DG GROW may invite experts with specific expertise with respect to a subject matter on the agenda to take part in the work of the Board or its sub-groups on an ad hoc basis.

Point 8

Written procedure

1. If necessary, the Board's opinion or recommendation on a specific question may be delivered via a written procedure. To this end, the secretariat shall send the group members the document(s) on which the group is being consulted.
2. The secretariat shall inform the Board members of the outcome of the written procedure.
3. However, if a simple majority of Board members asks for the question to be examined at a meeting of the group, the written procedure shall be terminated without result and the Chair shall convene a meeting of the Board as soon as possible.

Point 9

Secretariat

DG GROW shall coordinate the work of the Board and its sub-groups by means of an executive secretariat that provides technical and logistical support.

Point 10

Minutes of the meetings

Minutes on the discussion on each point on the agenda and on the opinions delivered by the Board shall be meaningful and complete. Minutes shall be drafted by the secretariat under the responsibility of the Chair.

Point 11

Attendance list

At each meeting, the secretariat shall draw up, under the responsibility of the Chair, an attendance list also specifying, where appropriate, the Member States' authorities and observers to which the participants belong ⁽⁵⁾.

Point 12

Correspondence

1. Correspondence relating to the Board shall be addressed to DG GROW, for the attention of the Chair.
2. Correspondence for participants in the work of the Board or its sub-groups shall be sent to the e-mail address which they provide for that purpose.

Point 13

Transparency

1. The secretariat shall make available, on a dedicated website, all relevant documents related to the Board and its sub-groups, in particular:
 - (a) the agenda of each meeting of the Board and its sub-groups;
 - (b) the minutes of the meetings of Board and its sub-groups;
 - (c) other documents discussed at Board meetings, including participants' submissions, which may be made public.
2. Access to dedicated websites shall not be submitted to user registration or any other restriction.
3. The secretariat shall ensure the safe handling and processing of confidential and commercially sensitive information.

⁽⁵⁾ The names of the representatives of Member States' may be included only subject to their prior freely given, specific, informed and unambiguous consent, in compliance with Article 3(15) and Article 7 of Regulation 2018/1725.

4. Exceptions to publication shall only be foreseen where it is deemed that disclosure of a document would undermine the protection of a public or private interest as defined in Article 4 of Regulation (EC) N° 1049/2001 ⁽⁶⁾ or would not be in compliance with Article 46 of the CRM Act.

Point 14

Access to documents

Applications for access to documents held by the Board shall be handled in accordance with Regulation (EC) No 1049/2001 ⁽⁷⁾.

Point 15

Deliberations

In agreement with DG GROW, the Board or its sub-groups may, by simple majority of their members, decide that deliberations shall be public without prejudice to Article 46 of the CRM Act.

Point 16

Meeting expenses

Travel and subsistence expenses incurred by participants in the activities of the Board may be reimbursed by the Commission. Reimbursement shall be made in accordance with the provisions in force within the Commission and within the limits of the available appropriations allocated to the Commission departments under the annual procedure for the allocation of resources.

⁽⁶⁾ These exceptions are intended to protect public security, military affairs, international relations, financial, monetary or economic policy, privacy and integrity of the individual, commercial interests, court proceedings and legal advice, inspections/investigations/audits and the institution's decision-making process.

⁽⁷⁾ Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents (OJ L 145, 31.5.2001, p. 43).

Annex IV

PROTECTION OF YOUR PERSONAL DATA

This specific privacy statement provides information about the processing and the protection of your personal data

Processing operation: *Organisation and management of meetings of the European Critical Raw Materials Board*

Data Controller: *European Commission, Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs, Unit I.1 – Energy Intensive Industries, Raw Materials (hereinafter “DG GROW Unit I.1”)*

Record reference: [DPR-EC-00744](#)

Table of Contents

1. Introduction
2. Why and how do we process your personal data?
3. On what legal ground(s) do we process your personal data?
4. Which personal data do we collect and further process?
5. How long do we keep your personal data?
6. How do we protect and safeguard your personal data?
7. Who has access to your personal data and to whom is it disclosed?
8. What are your rights and how can you exercise them?
9. Contact information
10. Where to find more detailed information?

1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes

personal data pursuant to [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.

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

This privacy statement concerns the processing operation *Organisation and management of meetings of the European Critical Raw Materials Board* undertaken by *DG GROW Unit I.1* as presented below.

2. Why and how do we process your personal data?

Purpose of the processing operation: The European Commission collects and uses your personal information only for the organisation, preparation, management and follow-up of meetings of the European Critical Raw Materials Board (here after ‘CRM Board’), set up and operated in line with the Critical Raw Materials Act (see Regulation (EU) 2024/1252⁸).

The CRM Board will have a central role in the implementation of the Critical Raw Materials Act (the ‘CRM Act’). It will meet regularly to discuss progress and provide advice to the Commission, on all aspects of the CRM Act. The CRM Act entrusts the Board with, amongst other things, advising the Commission on the selection and implementation of Strategic Projects (Article 7), coordinating supply chain monitoring (Article 20) and strategic stocks (Article 23), exchanging best practices regarding national exploration programmes (Article 19), permitting procedures and circularity (Article 36), and coordinating international cooperation and Strategic Partnerships covering raw materials (Article 37). Although not formally an expert group, the CRM Board will in many regard functions in a similar manner to a Commission expert group.

More specifically, this concerns the following processing activities:

- communication activities such as sending e-mails and invitations (this entails the management of contact lists for correspondence);
- exchange of meeting documents (notably through information sharing and circulation of documents via e-mail, the Advanced Gateway to EU Meetings (AGM) online system for meeting organisation (see Record of processing DPR-EC-01141 - Information system supporting the organisation of meetings (former notification DPO-3911)) or CIRCABC (see Record of Processing [DPR-EC-01666](#)

⁸ Regulation (EU) 2024/1252 of the European Parliament and of the Council of 11 April 2024 establishing a framework for ensuring a secure and sustainable supply of critical raw materials and amending Regulations (EU) No 168/2013, (EU) 2018/858, (EU) 2018/1724 and (EU) 2019/1020, OJ L, 2024/1252, 3.5.2024.

- CIRCA and CIRCABC – Global User Directory (former notification DPO-1008)) and sharing of information with other Commission services to follow-up on the meeting concerned;

- organisational and administrative activities to ensure the participants' access to Commission premises (see Record of Processing DPR-EC-00655 (Commission Physical Access Control System (PACS)));
- reimbursement of travel, subsistence costs or payment of special allowances in the sense of Article 21 of Commission decision C(2016) 3301 (see Record of Processing DPR-EC-00301 - Legal Entities and Bank Accounts (former notifications DPO-372 and DPO-300));
- audio-visual recording of the meetings for the purpose of drafting minutes (see Record of Processing DPR-EC-03266 (Audio-visual recording of meetings));
- publication of minutes of meetings, including list of participants, for reasons of transparency. In the case of organisations, Member States' authorities and other public entities, the names of their representatives may only be included in the minutes and published subject to their prior freely given, specific, informed and unambiguous consent, in compliance with Article 3(15) and Article 7 of Regulation (EU) 2018/1725. Furthermore, in agreement with the competent Commission department, the CRM Board may, by simple majority of its members, decide that deliberations shall be public.

Photographs of the speakers and panoramic photographs of participants and organisers may be taken in the context of the meeting and published on Commission web-pages related to CRM policy, for instance [Critical raw materials - European Commission \(europa.eu\)](https://ec.europa.eu/crm/).

Please note that meetings of the CRM Board may be held using a third-party videoconference IT service, such as Microsoft Skype for Business, Microsoft Teams, or Cisco Webex, which processes personal data. Please read section 7 below for more information.

Participants that do not wish to be part of the above recording/publishing activities have the possibility to object to processing by writing to the controller in question before the meeting. In such a case, data subjects may be offered the opportunity to sitting in back rows which are not recorded/photographed, wearing special badges, or other options, depending on the circumstances of the particular meeting.

Your personal data will not be used for an automated decision-making including profiling.

3. On what legal ground(s) do we process your personal data

We process your personal data, because processing is necessary for the performance of a task carried out in the public interest (Article 5(1)(a) of Regulation (EU) No 2018/1725).

Article 35 of the CRM Act establishes the CRM Board, which will have a central role in applying this new policy framework. Processing of your personal data is also necessary to comply with a legal obligation to which the controller is subject (Article 5(1)(b) of Regulation (EU) No 2018/1725), namely Article 36 of the CRM Act, and in particular paragraph 1 and 6 of that Article.

The CRM Act also constitutes the Union law on which the processing under Article 5(1)(a) and (b) of Regulation (EU) No 2018/1725 is based.

For specific processing activities the **consent** of the data subject is necessary:

The **names** of representatives of organisations, Member States' authorities and other public entities are included in the minutes of the meetings only subject to their prior freely given, specific, informed and unambiguous consent, in compliance with Article 3(15) and Article 7 of Regulation (EU) No 2018/1725.

Your consent is required for the processing of your personal data relating to your **dietary** requirements and/or access requirements.

If you opt-in, you are giving us your explicit consent under Article 5(1)(d) of Regulation (EU) 2018/1725 to process your personal data for those specific purposes. You can give your consent form by informing the controller for the expert group in question. You can withdraw your consent for these services at any time by contacting the controller for the expert group in question.

4. Which personal data do we collect and further process?

In order to carry out this processing operation the Data Controller may collect the following categories of personal data:

- Personal data necessary for organising and managing meetings such as gender (Mr/Ms), name, organisation to which he/she belongs, e-mail address, phone/fax number;
- Personal data necessary for security (access control to Commission premises) such as ID card/Passport number and date of birth, name, surname, organisation he/she belongs to, gender;
- Personal data necessary for reimbursements purposes such as name, means of transport, hotel accommodation and banking details;
- Personal data necessary for payment of special allowances, such as name and banking details;
- Personal data necessary for establishing the attendance list and the minutes: signature, audio-visual recording of the meeting;

- Personal data included in the minutes of meetings, such as names of meeting participants and their positions expressed (in case of representatives of organisations, Member States' authorities and other public entities, only based on their prior freely given, specific, informed, and unambiguous consent, if at all);
- Personal data processed for photographs of speakers, organisers and participants (non-speaker participants are not recorded individually but they may however appear on panoramic photographs of the whole event/audience);
- Personal data relating to your dietary requirements and/or access requirements.

If you do not provide these personal data, possible consequences are the impossibility to attend meetings and/or to be reimbursed or paid.

We have obtained your personal data either directly from you, via the competent National department, other public entity, or organisation that you work for or via the Permanent Representation of your country in Brussels.

5. How long do we keep your personal data?

The Data Controller only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for a maximum of 5 years after closure of the file to which the personal data processed belongs. The documents related to the work of the CRM Board are transferred to the Historical Archives for permanent preservation⁹.

The 'administrative retention period' of five years is based on the retention policy of Commission documents and files (and the personal data contained in them), governed by the common Commission-level retention list for European Commission files ([SEC\(2019\)900](#)).

This information is without prejudice to different retention periods which may apply to personal data processed for the purpose of reimbursing travel and subsistence costs, payment of special allowances and ensuring the participant's access to Commission premises based on the dedicated processing operations notified to the DPO by the responsible Commission departments (Records of Processing DPR-EC-00655 (Commission Physical Access Control System (PACS)) and DPR-EC-00301 - Legal Entities and Bank Accounts (former notifications DPO-372 and DPO-300)).

Sensitive personal data relating to dietary and/or access requirements will be deleted as soon as they are no longer necessary for the purpose for which they have been collected in the framework of a meeting of the CRM Board, but no later than within **1 month** after the end of the meeting.

⁹ For the processing operations concerning the Historical Archives, please see legacy notifications: 'DPO-3871-3 Notification for the digital archival repository and ARCHISscanning' and 'DPO-2806-5 Gestion des dossiers papier structurés par nom de personnes et transférés aux Archives Historiques'.

In case of audio-visual recording of the meeting, the recordings will be kept for **3 months** after the meeting before being deleted. More information is available in the Record of Processing DPR-EC-03266 (Audio-visual recording of meetings).

Personal data shared with the Directorate-General for Human Resources and Security of the European Commission for the participants to gain access to Commission buildings is kept **for 6 months** after the termination of the link between the data subject and the Commission. More information is available in the Record of Processing DPR-EC-00655 (Commission Physical Access Control System (PACS)).

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

7. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is provided to the Commission staff authorised for carrying out this processing operation and to other authorised Commission staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

More specifically, the following Commission staff have access to certain parts of the personal data:

- Authorised staff of the European Commission's Directorate-General for Human Resources and Security have access to the personal data necessary for providing access to European Commission premises;
- Authorised staff of the European Commission's Directorate-General for Budget and the Paymaster Office (PMO) have access to the personal data needed for reimbursement purposes and payment of special allowances;
- Authorised staff of the European Commission's Directorate-General for Interpretation (SCIC) as meeting room and equipment providers have access to the audio-visual recordings of the meetings;
- Authorised staff of other European Commission departments involved in the policy follow-up to a specific CRM Board meeting.

The minutes of CRM Board meetings are made public, as explained under Heading 2 of this privacy statement.

Please note that pursuant to Article 3(13) of Regulation (EU) 2018/1725, public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The further processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

Cookies

Cookies are short text files stored on a user's device (such as a computer, tablet or phone) by a website. Cookies are used for the technical functioning of a website (functional cookies) or for gathering statistics (analytical cookies).

The registration for meetings of the CRM Board may take place via a Commission website. The cookies employed by the Commission on the registrant's device for that purpose will be covered by the cookie policy of the Commission, which is available here: https://ec.europa.eu/info/cookies_en.

Cookies are stored by Europa Analytics, the corporate service which measures the effectiveness and efficiency of the European Commission's websites on EUROPA. More information is available in the Record of Processing DPR-EC-00685 (Europa Analytics).

Enabling these cookies is not strictly necessary for the website to work but it will provide you with a better browsing experience. You can delete or block these cookies, but if you do that, some features of the meeting website may not work as intended.

The cookie-related information is not used to identify data subjects personally and the pattern data is fully under the Commission's control. These cookies are not used for any purpose other than those described here.

Should you wish to opt your personal data out of our anonymised, aggregated statistics, you can do so on our cookies page. In particular, you can control and/or delete those cookies as you wish.

Please note that meetings of the CRM Board may be held using a third-party videoconference IT service such as Microsoft Skype for Business, Teams or Cisco Webex. This IT tools have their own cookies and privacy policies (available here: Skype for Business Commission Record DPR-EC-2548 and Microsoft Privacy Policy; Microsoft Teams Commission Record DPR-EC-04966 and Microsoft Teams Privacy Policy; Cisco Webex Meetings Commission Record DPR-EC-05006 and Cisco Webex Privacy Policy) over which the Commission has a limited or no control. By participating into the meeting

via a videoconference IT tool, the participants consent to the processing of their personal data via the third-party tool as described in the related privacy policy.

8. What are your rights and how can you exercise them?

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access your personal data and to rectify them in case your personal data is inaccurate or incomplete. Under certain conditions, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing and the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) of Regulation (EU) 2018/1725, on grounds relating to your particular situation.

To the extent you consented to the processing or publication of some of your personal data, you can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

Any request for access to personal data will be handled within one month. Any other request mentioned above will be addressed within 15 working days.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller:

European Commission, DG GROW Unit I.1, grow-EU-CRM-BOARD@ec.europa.eu.

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor [_ \(edps@edps.europa.eu\)](mailto:edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: [DPR-EC-00744](#).

