

Data Protection Notice on Eurofound's 2025 Foundation Forum

Last updated: 06 October 2025

Eurofound recognises the importance of protecting your personal data. We, therefore, undertake to process it, as data controller, in accordance with the applicable data protection law¹.

If after reading this notice you still have questions on the processing of your data, please contact us at dataprotectionofficer@eurofound.europa.eu. We will reply to you within one month.

Why do we process your personal data?

We process your personal data to ensure the effective planning, organisation, and delivery of the Eurofound's 2025 Foundation Forum, this year under the theme '*Europe's social model – the key to competitive growth*'.

Specifically, we may use your information for the following purposes:

- **Event registration and communication:** to confirm your registration, send event-related information (such as schedules, updates, or changes), and respond to your inquiries';
- **Travel and accommodation:** to coordinate your travel to Dublin, accommodation arrangements, and necessary transfers between the event venue and your hotel;
- **Access management:** to manage check-in procedures and provide appropriate access to the venue; and
- **Catering and dietary requirements:** to provide food and beverages during the event.

¹ [Regulation \(EU\) 2018/1725 of the European Parliament and of the Council 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 \(or the EUDPR\).](#)

We may capture photos and videos during the event for promotional purposes. These may be used on our website and social media channels (such as Flickr², Meta (inc. Instagram)³, X⁴, LinkedIn⁵, YouTube⁶, and Bluesky⁷). Unless you have given explicit consent to be identified, you will not be named in any published photos or videos.

As this event forms part of Eurofound's 50th anniversary, some photos and videos may also be retained for archival purposes.

None of these purposes involves making a decision without any human intervention.

Which personal data do we need to process?

The following categories of personal data will be collected and further processed:

1. Identification Data:

- Full name
- Email address
- Phone number
- Job title or function
- Organisation/employer
- Country of affiliation
- Voice
- Likeness

2. Travel and accommodation data

- Travel details (e.g. arrival and departure dates)
- Accommodation information (e.g. hotel booking details)
- Passport or ID details (including number, date of birth and expiration date)

² More information on how Flickr processes personal data [here](#).

³ More information on how Meta processes personal data [here](#).

⁴ More information on how X processes personal data [here](#).

⁵ More information on how LinkedIn processes personal data [here](#).

⁶ More information on how YouTube processes personal data [here](#).

⁷ More information on how Bluesky processes personal data [here](#).

3. Event participation data

- Attendance selections
- Other logistical preferences related to your participation
- Information provided by specific stakeholders (e.g. speakers), such as a short biography to be published on Eurofound's website and in other event-related materials.

In addition, we need to process the following special categories of personal data:

- Dietary preferences or restrictions (e.g. allergies, vegetarian, halal/kosher, etc.), and
- Special requirements related to access or mobility.

What is the legal basis for processing your personal data?

The processing of your personal data is necessary for the performance of a task carried out in the public interest⁸, namely the organisation of events to disseminate Eurofound's work. You can find more information about Eurofound's activities [here](#).

With regard to the processing of the special categories of personal data, please note that they could reveal data concerning your health or religious beliefs. Where this is the case, we will only process such data with your explicit consent⁹ and solely for the purpose of facilitating your participation in the event (e.g. providing appropriate catering or accessibility support). This data will be handled confidentially and accessed only by those who need to know for logistical or health and safety reasons.

Who will have access to your personal data?

Authorised Eurofound staff members from the Information and Communication Team will have access to your data for the purposes of organising and delivering the event.

⁸ Article 5(1)(a) of the EUDPR and Articles 1 and 2 of [Eurofound Founding Regulation](#).

⁹ Article 10(2)(a) of the EUDPR.

Eurofound's Document Management Officer may also have access to determine whether or not certain categories of data – such as photos and/or videos – should be retained given their historical archival importance.

Hired photographers and videographers, who act as Eurofound's data processors, will have access to your likeness, voice, and name to produce photo and video content for the event.

ICF Next was contracted to support with event logistics, including registration, travel, accommodation, transfers, and catering. It acts as data processor on behalf of Eurofound¹⁰.

In addition, event registration is managed via Swoogo, a platform used specifically for registration and event management purposes¹¹. Swoogo acts as a subprocessor (i.e., a processor of ICF Next).

Furthermore,

- IP Travel will receive and process certain personal information, such as your full name, email address, telephone number, and passport or ID details¹², to facilitate travel arrangements;
- Ashling Hotel will receive and process your name and email address to secure your hotel reservation¹³;
- Collin's Travel will process your name, email address, and phone number to coordinate transfers¹⁴; and
- Lilly and Wild will process your name and any dietary requirements to ensure appropriate meal provision¹⁵.

IP Travel, Ashling Hotel, Collins Travel, and Lilly and Wild act as separate data controllers, processing personal data for their own operational purposes.

¹⁰ More information on how ICF Next processes personal data [here](#).

¹¹ More information on how Swoogo processes personal data [here](#).

¹² More information on how IP Travel processes personal data [here](#).

¹³ More information on how Ashling Hotel processes personal data [here](#).

¹⁴ More information on how Collin's travel processes personal data [here](#).

¹⁵ More information on how Lilly and Wild processes personal data [here](#).

No other third parties will have access to your personal data, except if required by law.

How long do we keep your personal data?

Your data will be retained for the following periods:

- Web registration form: 6 months after the event;
- Participant and visitor lists: 7 years after the event;
- Photographs / videos: 4 years after the event; and
- Other event-related data: 5 years (unless otherwise specified).

After these periods, your data will be securely deleted, unless deemed of historical or archival importance or unless it has been anonymised. In such cases, the data may be retained for longer.

After these periods, your data will be securely deleted, unless it is considered to be of historical or archival value, or has been anonymised. In such cases, the data may be retained for a longer period.

As noted earlier, because this event is part of Eurofound's 50th anniversary celebrations, certain photos and videos may be retained for archival purposes.

How do we protect and safeguard your data?

We follow strict security procedures to ensure your data is protected against unauthorised access, damage, or disclosure. Data is stored on secure servers with restricted physical and electronic access, compliant with Eurofound's ICT and information security policies.

ICF Next, an ISO 27001 certified organisation¹⁶, is bound by contractual obligations to protect personal data. Its personnel are subject to confidentiality agreements and must apply appropriate technical and organisational safeguards when processing personal data.

¹⁶ More information regarding our security measures is detailed [here](#).

Photographers and videographers contracted by Eurofound for the event are bound by specific contractual clauses ensuring compliance with data protection rules. They are instructed to capture imagery in line with Eurofound's guidance and are prohibited from using the content for their own purposes. Any personal data they process (including images and footage) is handled under Eurofound's instructions and for clearly defined purposes related to communication and documentation of the event.

Do we transfer any of your personal data to third countries or international organisations (outside the EU/EEA)?

Event registration is managed using Swoogo, a US-based company headquartered in Los Angeles, California. As such, transfers of personal data may occur outside the EU/EEA.

Swoogo is a certified participant in the EU-US Data Privacy Framework¹⁷, and data transfers are based on the adequacy decision adopted by the European Commission (Article 47 EUDPR).

Please note that Swoogo anonymises personal data for service development purposes, ensuring it cannot be linked to identifiable individuals.

What are your rights as a data subject and how can you exercise them?

In accordance with the EUDPR, you have the right to access, rectify, erase, or port your personal data. You may also request the restriction of or object to its processing, and withdraw your consent at any time (if applicable). Please note that withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

To exercise your rights, contact us at events@eurofound.europa.eu. Requests are handled free of charge, unless they are manifestly unfounded or excessive, in which case we may refuse to act.

¹⁷ For more information, please read [here](#).



You also have the right to raise a complaint with the European Data Protection Supervisor should you consider that this processing is in violation of the law. You will find more information [here](#).