Personal Data Protection Notice for Visitors to the IEA and IEA Event Participants

The International Energy Agency (**IEA**) is committed to protecting the personal data of visitors to its premises, in accordance with the OECD's Personal Data Protection Rules. The IEA welcomes visitors to its facilities in a number of contexts, including to participate in official meetings, attend events and workshops, and meet with staff. The IEA also organises virtual meetings like webinars and online workshops.

This notice describes personal data we collect about visitors and meeting participants, how we use it, who has access and for how long. It also provides information on the data protection rights available to individuals.

How we collect and use personal data

Data provided by you or on your behalf

All visitors

All visitors to the IEA must wear a badge when on the IEA premises. The badge is handed to the visitor upon arrival. In order to prepare the badge and pass through security, the IEA will collect in advance the visitor's name, surname and the name of the entity or company the visitor represents (if applicable). Access is limited to appropriate staff, including the IEA personnel who arrange the visit and personnel working at IEA reception. The data is also stored in the database supporting the badge printer and in the IEA email system.

Conferences and events participants

For some conferences and events (including training, workshops, seminars, summits etc.) held on the IEA's premises or elsewhere, in addition to the data noted above for all visitors, additional professional contact information may be requested. For example, the IEA may also collect the event attendee's title, address, and phone number, as well as dietary and language preferences, experience with past events, interest in newsletters, and similar questions.

For some conferences/events, the IEA organiser may input the abovementioned personal data into the OECD's web-based event management system on behalf of the attendee.

Alternatively, the IEA may use a third party survey tool to collect personal data of participants or an event management application to streamline event organisation and participation both for the IEA and participants e.g. to send invitations, share event documents like agendas and background materials, and enable participants to network if they choose to do so. If so, typically the participants upload their personal data directly to the application. In that case, the application provider's privacy policy will confirm how the participant's personal data is used and stored. In some cases, the IEA may transfer the email addresses of potential participants to the application provider so that they may send emails to the participants on the IEA's behalf and notify them about the use of the application for the event. The IEA currently uses Cvent Inc.'s application for certain events.

All OECD (including IEA) staff can access information in the OECD's web-based event management system. Access to other files or systems containing attendee personal data is limited to appropriate staff, including the relevant event coordinator, security and operations personnel. However, for some events, attendees' personal data may be shared with a co-host who needs the information in order to co-organise the event. Additionally, for some events a participation list is prepared and may become publicly available.

<u>Delegates to official meetings</u>

For delegates to official IEA meetings, individual records are stored in the OECD's web-based event management system referred to above that includes (in addition to the data noted above for all visitors): a list of meetings attended, roles within bodies, newsletters and email notifications. As stated above, all OECD (including IEA) staff can access this information. Participation lists are typically prepared for official meetings, which may become publicly available.

The IEA uses the abovementioned visitor data to support an access control system that protects persons, premises and OECD/IEA assets and systems. The data also enables the IEA (and/or its co-hosts) to enable participants to attend and participate in the event, tailor the event accordingly, maintain participation records for its events and official meetings of its bodies, and contact participants regarding related or other IEA events that may be of interest to them in the future. The data is stored at the IEA and/or the OECD (in the case of the OECD's web-based event management system) and retained indefinitely for these purposes.

<u>Contractors</u>

For contractors (non-staff), the OECD/IEA collects date and place of birth in addition to professional contact details. Access to such personal data is limited to appropriate staff.

Audio/video recordings, event photos, and CCTV

The IEA makes audio recordings of some meetings in order to assist staff in the preparation of meeting summaries and for archival purposes. These recordings are stored at the IEA indefinitely. Access to these recordings is limited to appropriate staff.

Additionally, the IEA video records some events in order to webcast the event live, post the video on its website and/or preserve a recording for on-demand viewing at a later date. The purpose of these recordings is to expand access to a wider audience. For some meetings, photographs are also taken to facilitate communications and publicity. When a meeting is video recorded or photographed, meeting organisers inform registered participants with additional information about the purpose, who has access, and how for how long the data is kept.

Third party web-based services may be used to enable meetings with participants located both on premises and outside of the IEA. For example, the IEA sometimes use tools of suppliers such as LogMeIn Ireland Limited's GoToMeeting tool or Zoom Video Communications, Inc.'s tool for videoconference, web conferencing, webinar, screen-sharing or other collaborative meetings. This can involve the meeting organiser recording the remote desktop (i.e. what is shown on the meeting screens) and any other data or content originated by the IEA or the end users of such tools who participate in collaborative meetings. In this case, the remote participants see a pop-up notice confirming that the remote desktop is being recorded. Access to the recording is limited to the meeting organiser and any colleagues who are involved in the work relating to the meeting. The meeting organiser will retain the recording for so long as necessary to carry out work activities following on from, or relating to the subject matter of, the meeting.

Across a range of public points across the IEA premises, on-premises CCTV security cameras capture and preserve video. This video is used to support an access control system that protects persons, premises and IEA assets and systems. These recordings are stored at the IEA and routinely deleted after a period of 21 days, in the absence of an incident requiring that they be kept longer. Access is strictly limited to authorised staff and/or local authorities where appropriate for security reasons.

How to contact us or exercise your rights

Under the Rules, you have rights to access and rectify your personal data, as well as to object to its processing, request erasure, and obtain data portability in certain circumstances. To exercise these rights in connection with visitor data please contact privacy@iea.org

Additional information about Personal Data Protection is available here. If you have further queries or complaints related to the processing of your personal data, please contact the Data Protection Officer [dpo@oecd.org]. If you need further assistance in resolving claims related to personal data protection you can contact the Data Protection Commissioner [dpc@oecd.org].

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