



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
TAXATION AND CUSTOMS UNION
Customs
Customs legislation

Brussels, 10 February 2021
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**NOTE TO THE PARTICIPANTS OF THE TRADE CONTACT GROUP AND TO
THE ECONOMIC OPERATORS
IN THE SUBGROUP ON PLATFORMS OF THE CUSTOMS 2020 PROJECT
GROUP ON IMPORT AND EXPORT CUSTOMS FORMALITIES RELATED TO
LOW VALUE CONSIGNMENTS**

**Subject: Invitation to the fourth online meeting of the Subgroup on Platforms of the Customs 2020 Project Group on Import and Export Customs Formalities Related to Low Value Consignments on 4 March 2021
Financial and reporting code: CPG/146**

We would like to invite the delegate nominated by your organisation to the fourth meeting of the subgroup on platforms of the Customs 2020 Project Group on Import and Export Customs Formalities related to Low Value Consignments.

The meeting will take place on the **4 March 2021, from 09:30 to 13:00**, exceptionally online via **WebEx** and will be held in English. Details about the remote connection and the access code to the meeting will be sent in a separate correspondence. To ensure a smooth meeting, please read and follow the etiquette for online meetings attached as Annex III to this invitation.

During the fourth meeting, the Subgroup will continue the discussion on the data needs and data availability for the purpose of the platforms' reporting. Data privacy and data protection rules will also be examined. A draft agenda is attached as Annex II.

Please confirm your participation by contacting TAXUD-UNIT-A2@ec.europa.eu before 1 March 2021.

Participants can receive preparatory documents for the meeting through PICS (Programmes Information and Collaboration Space):

[Redacted]

In case of questions related to the content of the meeting, please contact: Ms [Redacted] [\[Redacted\]@ec.europa.eu](mailto:[Redacted]@ec.europa.eu), Tel.direct line +32 [Redacted]).

(e-signed)

[Redacted signature block]

Enclosures: Annex I: List of participants
 Annex II: Agenda
 Annex III: Online meeting etiquette
 Annex IV: Privacy statement

c.c.:



TAXUD-Customs2020@ec.europa.eu

ANNEX I

**Members of the Subgroup on Platforms of the Project Group on Import and Export
Customs Formalities Related to Low Value Consignments**

MEMBER STATES:

BE, CZ, EE, FR, HU, IE, IT, LT, NL, PL, PT, RO, SE

MARKETPLACES:

ALIBABA, ALLEGRO, AMAZON, EBAY, ETSY, RAKUTEN, WISH

POSTAL OPERATORS:

DEUTSCHE POST, LA POSTE, MAGYAR POSTA, POSTNL, POSTA SLOVENIJE
D.O.O.

EXPRESS CARRIERS:

DHL, FEDEX, UPS

OTHER TRADE REPRESENTATIVES ORGANISATION:

CLECAT, EUROCOMMERCE, IPC

**Draft agenda for the 4th meeting of the Subgroup on Platforms of the Customs 2020
Project Group on the Import and Export Customs Formalities Related to Low
Value Consignments**

(Brussels, 4 March 2021)

1. Adoption of the agenda
2. Presentation of the data protection and data privacy rules
3. Analysis of the data needs and data availability for the purpose of the new customs filing by the platforms
4. Any other business

ONLINE MEETINGS ETIQUETTE

- **Participants are asked to join 20 minutes before the actual meeting** time in order to settle a connection, audio or video issue.
- When joining, participants will add their Member State or Organisation in front of their name.
- When joining all participants will be muted. Meeting host has also an option to mute participants manually (everybody and individually).
- Meeting and its transcript (chat log) will be recorded.
- Questions should be written down in the chat channel also stating the MS or Organisation from where the questions comes – Commission will decide which questions to answer directly (as the answer may require coordination which is not possible during VC).
- When participants want to intervene on their own initiative, they can use the “Raise hand” option or use the WebEx chat to write the question.
- If clarification about the question asked in the chat is needed, the host can ask the person to unmute and explain further via audio.
- One colleague will moderate the online meeting and another colleague will monitor the chat and ‘raised hands’ to ensure smooth online meeting.

You can find more detailed information on how to join a WebEx meeting on the WebEx official page:

<https://help.webex.com/en-us/8bzter/Cisco-Webex-Meetings-Video-Tutorials>



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PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: *Organisation and management of meetings in the context of the Customs and Fiscalis 2020 programmes for meetings that are not linked to expert groups.*

Data Controller: *European Commission, Directorate- General Taxation and Customs Union, Unit TAXUD.A.2*

Record reference: *DPO-3078-5*

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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 in the context of the Customs and Fiscalis 2020 programmes for meetings that are not linked to expert groups* undertaken by the European Commission Directorate- General Taxation and Customs Union, unit TAXUD.A.2, 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 financed through the Customs and Fiscalis 2020 and successor programmes that are not expert group meetings. 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, and/or
 - 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)), and/or
 - CIRCABC (see Record of Processing DPR-EC-01666 - CIRCA and CIRCABC – Global User Directory (former notification DPO-1008))) and/or,
 - ART2 (see DPR-EC-04047.1).
- 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 and ART2 (see DPR-EC-04047.1)));
- audio-visual recording of the meetings for the purpose of drafting minutes (see Record of Processing DPR-EC-01937 (Audio-visual recording of meetings));

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).

Bringing together customs and tax officials in different types of meetings plays an important role in enabling the Member States' authorities to improve cooperation, exchange expertise, build confidence, share knowledge as a basis for respectively supporting the functioning and

modernisation of the customs union (customs) and improving the proper functioning of the taxation systems in the internal market (Fiscalis-taxation).

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 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 necessary for establishing the attendance list and the minutes: signature, audio-visual recording of the meeting.

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, another 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 '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](#)).

It is a regulatory document in the form of a retention schedule that establishes the retention periods for different types of Commission files. That list has been notified to the European Data Protection Supervisor.

The 'administrative retention period' is the period during which the Commission departments are required to keep a file depending on its usefulness for administrative purposes and the relevant statutory and legal obligations.

This information is without prejudice to longer 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 \(former notifications DPO-372 and DPO-300\)](#)).

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.

The Commission's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the General Data Protection Regulation in the EU Member States ('GDPR' [Regulation \(EU\) 2016/679](#)).

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 meeting.
- Authorised staff in the Member States responsible for the management of the Customs and Fiscalis 2020 and successor programmes.

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.

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 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, Directorate- General Taxation and Customs Union, *unit A.2* at TAXUD-UNIT-A2@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) 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: <https://ec.europa.eu/dpo-register/>.

This specific processing operation has been included in the DPO’s public register with the following Record reference: DPO-3078-5.