

Personal data are processed by the European Investment Fund ("EIF" or "Controller") in accordance with Regulation (EU) 2018/1725 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, as such regulation may be amended from time to time.

1. **Legal Basis**

- EIF's Statutes, Articles 12(2), 15 and 19

Rules of Procedure, Policy for the audio recording of meetings of the Board of Directors .

2. **Data Subjects**

Participants at Board meetings.

3. **Purpose**

Preparation of minutes of the corresponding meeting of the Board of Directors

4. **Data Categories**

Electronic audio recordings of the meetings of the Board of Directors

5. **Data Recipients**

Upon request, participants at meetings of the Board. Beyond the meeting participants, the disclosure of data would be considered only on the basis of a legitimate and convincing overriding need for further disclosure.

6. **Data Retention Period**

Data will remain available until the Board of Directors' approval and signature of the minutes to which the recording relates.

7. **Rights of Data Subject**

- Data Subjects have the right to obtain from the controller confirmation as to whether or not their personal data concerning are being processed, and, where that is the case, access their personal data by contacting the Controller ([info@eif.org](mailto:info@eif.org)) or through the EIF DPO ([dpo@eif.org](mailto:dpo@eif.org)) and they will receive a response without undue delay (**right of access**);
- Data Subjects have the right to obtain from the controller without undue delay the rectification of any inaccurate personal data concerning them (**right to rectification**).
- Data Subjects have the right to obtain from the controller the erasure of their personal data when they are no longer necessary in relation to the purposes for which they were collected (**right to erasure**);
- Data Subjects have the right to obtain from the controller restriction of processing when (i) they contest the accuracy of their personal data, (ii) the processing is unlawful, (iii) the controller no longer needs the personal data for the purposes of the processing or (iv) they have objected to processing, pending the verification whether the legitimate grounds of the controller override theirs (**right to restriction of processing**);
- Data Subjects have the **right to object**, on grounds relating to their particular situation, when the processing of personal data is unlawful;
- Data Subjects have the right to receive from the controller their personal data in a structured, commonly used and machine-readable format and transmit those data to another controller without hindrance from the controller to which the personal data have been provided (**right to data portability**);
- Data Subjects may lodge a complaint to the European Data Protection Supervisor ([www.edps.europa.eu](http://www.edps.europa.eu)) at any time (**right to lodge a complaint**).