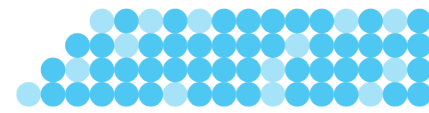


## EU Knowledge Hub Code of Conduct

Participants in EU Knowledge Hub activities shall adhere to principles designed to ensure a respectful, confidential, and professional environment for all involved. By participating in Knowledge Hub activities, each participant agrees to the following terms:

1. All information shared during EU Knowledge Hub activities is subject to confidentiality under Chatham House Rules, meaning that participants may use information provided but shall not disclose the identity of speakers or other participants without prior consent, except in the case of recorded meetings or webinars where public dissemination is assumed.
2. Participants shall treat all individuals involved in Knowledge Hub activities with respect, including refraining from any form of discriminatory, offensive, or otherwise disrespectful language or behaviour on the basis of background, opinion, religion, sexual orientation, or any personal characteristic.
3. All participants shall conduct themselves with the highest standard of professionalism and shall represent themselves as EU Knowledge Hub participants in a manner that reflects positively on the organization.
4. Punctuality and preparedness are required for all Knowledge Hub activities, with participants expected to arrive on time and to honour the time commitments of others.
5. Participants are expected to attend activities as agreed. Last-minute cancellations are strongly discouraged unless due to a valid reason, as they impact the planning and effectiveness of the event.
6. Communication among participants shall be constructive and positive; disruptive, offensive, or discriminatory language or behaviour is strictly prohibited.
7. Participants shall practice active listening by attentively allowing others to speak without interruption, thus fostering an atmosphere of courtesy and respect.
8. In support of inclusivity, all participants shall encourage and facilitate the active involvement of others, ensuring that everyone feels welcomed and included.
9. Cooperation and openness to diverse perspectives are required, with all participants committing to work constructively with others and to provide feedback in a manner that is respectful and aimed at supporting collective objectives.
10. Participants shall refrain from any behaviour that may disrupt meetings, including but not limited to engaging in side conversations or using electronic devices inappropriately during Knowledge Hub activities.
11. Constructive feedback should be provided respectfully and with the intent of enhancing processes and supporting shared goals.
12. Participants shall adhere to the established agenda of each meeting, refraining from discussing off-topic matters unless invited to do so.
13. Any form of psychological, sexual, or moral harassment towards other participants or NTU staff members is strictly prohibited. Violations of this provision shall result in the exclusion of the offending participant from Knowledge Hub activities.
14. Participants shall respect the privacy of others by refraining from taking photographs or sharing names of other participants (including lists, name tags, or place cards) without obtaining their explicit consent.
15. Participants must disclose any actual or potential conflicts of interest in writing. All actions and communications shall be objective, impartial, and transparent.
16. Confidential information obtained through Knowledge Hub activities shall not be disclosed or used for personal gain or to benefit third parties, except with prior authorization from the relevant parties.





In the event of any breach of these terms, the EU Knowledge Hub reserves the right to impose penalties, including the participant's exclusion from future activities.

### Reporting a violation of the Code of Conduct

A dedicated EU Knowledge Hub team is available to address any concerns or incidents involving breaches of the Code of Conduct. Participants may contact the team to report any incidents of misconduct, including but not limited to harassment, confidentiality breaches, or disruptive behavior, as outlined in this Code of Conduct. Reports of a violation can be made to the EU Knowledge Hub's designated point of contact below. The reporting process is confidential, and all information will be handled with the utmost discretion.

- Emina Kapetanovic, [ehk@ntu.eu](mailto:ehk@ntu.eu)
- Francisco Malavé, [fjm@ntu.eu](mailto:fjm@ntu.eu)
- Sofía Abbá, [lsa@ntu.eu](mailto:lsa@ntu.eu)

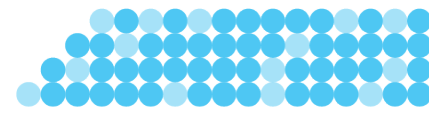
In cases where a participant witnesses a potential breach of the Code of Conduct, they are encouraged to notify EU Knowledge Hub staff present at the event, who will seek to resolve the issue promptly.

Any individual who feels they have been subjected to or witnessed inappropriate behaviour, harassment, or other violations of the Code of Conduct may report the incident through the following process:

1. Confidential assessment: Upon receiving a report, the EU Knowledge Hub team will review the incident in a fair, impartial, and timely manner to determine whether there has been a violation of the Code of Conduct. The confidentiality of the report and involved parties will be strictly maintained.
2. Notification of decision: If a violation of the Code of Conduct is confirmed, the individual who reported the incident and the participant involved in the breach will be informed of the decision within seven working days of the initial report. Specific details and personal information will remain confidential.
3. Consequences for violations: In cases where a violation has been confirmed, the EU Knowledge Hub team may take appropriate corrective actions. These may include a warning, removal of the participant from the current activity or exclusion from future EU Knowledge Hub activities. Participants may also be encouraged to report serious incidents to relevant national authorities if applicable.
4. Right to appeal: If the reporting individual or the participant in question disagrees with the outcome, they may request a review meeting with the EU Knowledge Hub's Project Manager, Emina Kapetanovic. This meeting will allow all parties to present their perspectives and, if necessary, address any outstanding concerns.

The EU Knowledge Hub takes all reports of misconduct seriously and strives to maintain a safe, respectful, and inclusive environment for all participants.





# PROTECTION OF YOUR PERSONAL DATA

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

**Processing operation:** EU Knowledge Hub on Prevention of Radicalisation

**Data Controller:** NTU International A/S

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

The European Commission is committed to protecting your personal data and respecting your privacy. The EU Knowledge Hub on Prevention of Radicalisation collects and processes personal data in accordance with Regulation [\(EU\) 2018/1725](#) of the European Parliament and of the Council, regarding the protection of natural persons with respect to the processing of personal data by Union institutions, bodies, offices, and agencies, and on the free movement of such data.

This privacy statement explains the purpose behind the processing of your personal data in the context of the **EU Knowledge Hub on Prevention of Radicalisation (EUKH)**. It details how your data is collected, managed, and protected, as well as how that information is used and your rights concerning your personal data. It also provides the contact details for the Data Protection Compliance Officer.

The information related to the processing operation for the EUKH undertaken by NTU International on behalf of the DG Migration and Home Affairs of the European Commission, is presented below.

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

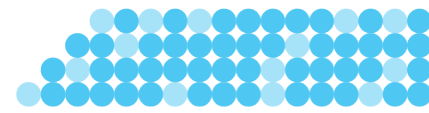
Purpose of the processing operation: NTU International on behalf of the DG Migration and Home Affairs collects and processes your personal data to register your participation to events and, if you request accommodation and travel, communicate selected data to the hotel, airline or train company to make reservations on your behalf.

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

The processing of personal data for the EUKH is necessary to process your participation and, if applicable, make the reservations related to accommodation and travel for the participant. These provisions are in particular aligned with Article 11 of the Treaty on European Union and Article 15 of the Treaty on the Functioning of the European Union. Therefore, this processing is lawful under Article 5(1)(a) of Regulation (EU) 2018/1725 (processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body).

Your explicit consent is required for processing your data, and for communicating it with the relevant parties that will process your participation, accommodation and travel. Consent is also required for sending you relevant communications. By opting in, you provide your explicit consent under Article 5(1)(d) of Regulation (EU) 2018/1725 for these specific purposes. Consent can be provided via a clear affirmative act by ticking the relevant box(es) on the online registration form.





Your consent for these services can be withdrawn at any time. For withdrawal, please contact the Data Protection Compliance Officer at [data@ntu.eu](mailto:data@ntu.eu)

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

The following personal data may be collected and processed:

- Contact details: Title, first name, last name, gender, organization name, country, email address, phone number, ID number and details.
- Technical Information: IP data, location data, web browser details, and data collected through cookies or other tracking technologies used during the application process.

#### 5. How long do we keep your personal data?

The Data Protection Compliance Officer will retain your personal data only for the duration necessary to achieve the purpose of collection or further processing.

For each category of personal data processed, the following retention details apply:

- All personal data related to the EUKH (registration information) will be deleted at the end of the EU Knowledge Hub framework period.

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

All personal data in electronic format (emails, documents, databases, etc.) are stored securely on the servers managed by NTU International and its authorized partners. All processing operations adhere to the EU's established security protocols, including [Commission Decision \(EU, Euratom\) 2017/46](#) on the security of communication and information systems.

Contractors involved in processing your personal data on behalf of NTU are bound by specific contractual clauses and confidentiality obligations as per the General Data Protection Regulation ([GDPR - Regulation \(EU\) 2016/679](#)).

Technical and organizational measures are in place to protect your data, including measures addressing online security, risk of data loss, data alteration, or unauthorized access, while considering the risks involved and the nature of the data being processed.

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

Access to your personal data is limited to authorized personnel within NTU, the European Commission and relevant members of the Commission, following the "need to know" principle. Such personnel are bound by statutory confidentiality obligations.

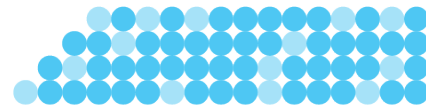
Where necessary, your information may be shared with service providers responsible for managing the EUKH.

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

As a data subject, you have specific rights under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, including:

- Right of access: To know what personal data is being processed and to request access to it.
- Right to rectification: To correct any inaccuracies or incomplete data.
- Right to erasure: To request deletion of your personal data.
- Right to restriction: To restrict processing under certain circumstances.
- Right to object: To object to processing of your data on grounds relating to your particular situation.
- Right to data portability: To receive your data in a structured, commonly used, and machine-readable format.





You can withdraw your consent at any time by contacting the Data Protection Compliance Officer at [data@ntu.eu](mailto:data@ntu.eu). This will not affect the legality of the processing based on consent before its withdrawal.

To exercise your rights and in case of disputes, you may also contact the Data Protection Officer. Their contact details are provided below.

#### 9. Contact Information

If you wish to exercise your rights under Regulation (EU) 2018/1725, or have any comments, questions, or concerns regarding the processing of your personal data, please send a Data Subject Access Request to NTU's Data Protection Compliance Officer at [data@ntu.eu](mailto:data@ntu.eu).

