



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: DSS Webinar for Advanced Users

Data Controller: European Commission, Head of Unit H.4, Directorate-General for Communications Networks, Content and Technology (DG CNECT)

Record reference: (DPR-EC-01063.1)

Table of Contents

- 1. Introduction**
- 2. Why and how do we process your personal data?**
- 3. On what legal ground(s) do we process your personal data?**
- 4. Which personal data do we collect and further process?**
- 5. How long do we keep your personal data?**
- 6. How do we protect and safeguard your personal data?**
- 7. Who has access to your personal data and to whom is it disclosed?**
- 8. What are your rights and how can you exercise them?**
- 9. Contact information**
- 10. Where to find more detailed information?**

1. Introduction

The European 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 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 in the context of “DSS Webinar for Advanced Users”. It explains 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.

The information in relation to this processing operation, undertaken by Head of Unit D3, Directorate-General for Informatics (DG DIGIT) of the European Commission, is presented below.

The objective of this event is to present advanced features of the library as well as best practices when using DSS.

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

Purpose of the processing operation: Head of Unit D3, DG DIGIT, collects and further processes your personal data to provide you with information about the event (before, during and after) that we organise under the Connecting Europe Facility (CEF) Programme, to process your application for participation in that event and to assist you with any follow-up activities related to one or more CEF building blocks.

Live web-streaming and audio-visual recording at the event of the speakers, organisers and participants will be taken.

Participants that do not wish to be part of the above web-streaming and recording/publishing activities have the possibility to object to processing by sending an email to the organising team at CEF-BUILDING-BLOCKS@ec.europa.eu.

During the event, the organiser will be recording the speakers, including any question and answer sessions or panel discussions. You will be informed by an alert on your screen when the recording is taking place. The recording will be published in the context of the event at the Connecting Europe channel at <https://www.youtube.com> and embedded on the [event page](#). During the recording only personal data of the speakers will be processed.

Your personal data will not be used for any automated decision-making including profiling.

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

The processing operations on personal data, linked to the organisation, management, follow-up and promotion of the event (including the use of video conferencing services) are a part of the CEF building blocks activity based on Regulation (EU) No 283/2014 and are necessary for the management and functioning of the Commission, as mandated by the Treaties. Those provisions are in particular, Article 11 of the Treaty on European Union and Article 15 of the Treaty on the Functioning of the European Union. Consequently, those processing operations are lawful under Article 5(1)(a) of Regulation (EU) 2018/1725 (processing is 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).

More specifically, the objective of all processing activities related to WEBEX is to support the management and the functioning of the European Commission, by adjusting the internal mechanisms and management systems to the new technological environment and advancements, by providing to EC Staff the necessary means and tools to perform their daily tasks and by organizing EC's operations according to the principles of sound financial management. Article 33.1 (a)(b) and (c) of the Regulation 2018/1046 that refers to the performance and principles of economy, efficiency and effectiveness is also applicable here. The use of WEBEX conferencing services are also in line with the EC's Digital Strategy 2018 for a modern and digital working environment, including unified communication with advanced video-conferencing.

We process your personal data, because as the data subject, you have given consent to the processing of your personal data for one or more specific purposes. Your consent is required for the processing of your personal data for:

- managing your subscription to this event;
- providing you with information about the benefits of the CEF building blocks, e.g. in the form of a newsletter;
- assisting you with any follow-up activities related to one or more CEF building blocks;
- processing of your personal data for inviting you to future events the data controller may organise.

If you opt-in, you are giving us your explicit consent under Article 5(1)(d) of Regulation (EU) 2018/1725 to process your personal data for those specific purposes. You can give your consent via a clear affirmative act by ticking the box(es) on the online registration form.

Your consent for these services can be withdrawn at any time:

- for unsubscribing from the newsletter, please click on the unsubscribe button in any of our newsletters;
- for withdrawing consent that you have provided in order to benefit from other services, please contact the controller of the event at CEF-BUILDING-BLOCKS@ec.europa.eu .

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

The following personal data will be processed:

- contact details (first name, last name, position, country, e-mail address);
- the following categories of personal data of the participants may also be collected: Participant identifiers; event content (available to participants only at event duration); Participants' names list (available to participants only at event duration); Session identifier (determined by the system, only on anonymised reports); Date of session (determined by user decision, only on anonymised reports) and audio-visual recordings. In case of web streaming or recording, your photograph image is also considered as personal data. For video-conferencing we use Webex ([DPR-EC-05006.2](#)).

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.

For each of the categories of personal data that is processed, please find below the retention details and the reference to the relevant record of processing:

- Personal data processed for the purpose of the organisation and management of this event (this includes the information given during the registration, before, during or after the meeting or event) will be deleted one year after the last action in relation to the event, unless the data subject has provided consent for longer period (see below). All personal data related to the organisation and management of the event (this includes the information given during the registration, before, during or after the event) will be deleted **5 years** after the last action in relation to the event.
- In case of audio-visual recording of the event, the recordings will be kept for **3 months** after the event before being deleted. More information is available in the Record of Processing DPR-EC-01937 (Audio-visual recording of meetings).
- Personal data shared with the controller for future mailing purposes (e.g., for receiving newsletters or invitations to similar events) are processed in line with the Record of Processing DPR-EC-03928.1 and will be kept until the data subject unsubscribes from the mailing list.
- Selected service providers for organisational purposes (such as caterers, travel agents or event management organisations) are contractually bound to process personal data on behalf of and in line with the instructions of the data controller, keep confidential any data they process and protect it from unauthorised access, use and retention.
- When using third party IT services during a virtual conference or event, the European Commission keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for the duration of the conference and for an additional period of up to 5 years in an anonymised format (Conference identifier, start time and duration), e.g. use of Webex is covered by the Record of Processing [DPR-EC-05006.2](#). The content of the video/audio conference (documents, links, files etc.) will be deleted after the termination of the session.

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 either on the servers of the European Commission or of its contractors. All processing operations are carried out pursuant to [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

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 responsible 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.

Where necessary, we may also share your information with service providers for the purposes of organising the event. Such service providers may be: Cronos International, Deloitte Belgium, Everis Belgium, PwC Belgium, Wavestone and Westpole. All personal data of this processing is stored on the servers located on the territory of the EU.

Cookies

We use third party IT tools to inform about and promote the event through widely used communication channels, including the social media. For detailed information about the use of social media by the European Commission, see the Record of Processing [DPR-EC-00073](#) (Social Media Use by the European Commission).

You can watch our videos, which we upload to our Connecting Europe Youtube channel and follow links from our website to Twitter, Youtube and Facebook (Record of Processing [DPR-EC-00073.1](#)).

In order to protect your privacy, our use of third party IT tools to connect to those services does not set cookies when our website pages are loaded on your computer (or other devices), nor are you immediately redirected to those social media or other websites. Only in the event that you click on a button or “play” on a video to watch it, a cookie of the social media company concerned will be installed on your device. If you do not click on any social media buttons or videos, no cookies will be installed on your device by third parties.

In order to view such third-party content on our websites, a message will alert you that you need to accept those third parties’ specific Terms and Conditions, including their cookie policies, over which the Commission has no control.

We recommend that users read the relevant privacy policies of Webex (Record of Processing [DPR-EC-05006.2](#)) carefully before using them. These explain each company’s policy of personal data collection and further processing, their use of data, users' rights and the ways in which users can protect their privacy when using those services.

The use of a third party IT tool does not in any way imply that the European Commission endorses them or their privacy policies. In the event that one or more third party IT tools are occasionally unavailable, we accept no responsibility for lack of service due to their downtime.

Third party IT tools, including Social Media

We use third party IT tools to inform about and promote the event through widely used communication channels, including the social media. For detailed information about the use of social media by the European Commission, see the Record of Processing [DPR-EC-00073](#) (Social Media Use by the European Commission).

You can watch our videos, which we upload to our Connecting Europe Youtube channel and follow links from our website to Twitter, Youtube and Facebook (Record of Processing [DPR-EC-00073.1](#)).

In order to protect your privacy, our use of third party IT tools to connect to those services does not set cookies when our website pages are loaded on your computer (or other devices), nor are you immediately redirected to those social media or other websites. Only in the event that you click on a button or “play” on a video to watch it, a cookie of the social media company concerned

will be installed on your device. If you do not click on any social media buttons or videos, no cookies will be installed on your device by third parties.

In order to view such third-party content on our websites, a message will alert you that you need to accept those third parties' specific Terms and Conditions, including their cookie policies, over which the Commission has no control.

We recommend that users read the relevant privacy policies of Webex (Record of Processing [DPR-EC-05006.2](#)) before using it. These explain each company's policy of personal data collection and further processing, their use of data, users' rights and the ways in which users can protect their privacy when using those services. More detailed information on the data processed by the third party IT tools may be found in the Annex A of this document.

The use of a third party IT tool does not in any way imply that the European Commission endorses them or their privacy policies. In the event that one or more third party IT tools are occasionally unavailable, we accept no responsibility for lack of service due to their downtime.

International transfers

International data transfers may take place when using a third party IT tool Webex, based on the Record of Processing [DPR-EC-05006.2](#), in accordance with Regulation (EU) 2018/1725.

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 transposition of the General Data Protection Regulation in the EU Member States ('GDPR' Regulation (EU) 2016/679).

The controller will transfer your personal data to the following recipients in a third country (UK and USA) in accordance with Regulation (EU) 2018/1725.

Category of Personal Data Datacentre Location:

- Registration Information
 - o Germany (AWS), The Netherlands, the United Kingdom
- Host and Usage Information
 - o Germany (AWS), The Netherlands, the United Kingdom.
- User-Generated Information
 - o Germany (AWS), The Netherlands, the United Kingdom

The controller will transfer your personal data based on a procurement contract including the Standard Contractual Clauses (SCCs) among various data protection and security clauses. Supplementary measures have also been taken by both the controller and the processor (contractor). Back-up data processed outside the European Union and the European Economic Area, are also subject to the SCCs mechanism.

Regarding all transfers to the UK, the processor commits to engage in discussions in good faith with the controller in 2021 to re-evaluate the situation based on the updates on the UK-EU relationship after Brexit.

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 are inaccurate or incomplete. Where applicable, 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.

You have consented to provide your personal data to the data controller for the present processing operation. You can withdraw your consent at any time by notifying the data controller by sending an email to CEF-BUILDING-BLOCKS@ec.europa.eu. The withdrawal of your consent 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.

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, Head of Unit H.4, Directorate-General for Communications Networks, Content and Technology (DG CNECT) (CEF-BUILDING-BLOCKS@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 European Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

ANNEX A: THIRD PARTY IT TOOLS

CISCO WEBEX	
More information on the data processed for the operation of the service can be found here	
CATEGORIES OF PERSONAL DATA PROCESSED	<p>-Host and Usage Information: IP Address, User Agent Identifier, Hardware Type, Operating System Type and Version, Client Version, IP Addresses Along the Network Path, MAC Address of endpoint (as Applicable), Service Version, Actions Taken, Meeting Session Information (title, date and time, frequency, average and actual duration, quantity, quality, network activity, and network connectivity), Number of Meetings, Number of Screen-Sharing and Non- Screen-Sharing Sessions, Number of Participants, Host Name, Screen Resolution, Join Method, Performance, Troubleshooting, and Diagnostics Information</p> <p>- Invoicing information (subset of previous category): Host Name, Conference URL, Conference Time and Duration</p> <p>-Host Registration Information: Name/Surname, Email Address, Password (hashed version only), Public IP Address, Browser, Phone Number (Optional), Mailing Address (Optional), Avatar (Optional), Billing Information</p> <p>-User-generated Information: Meeting and Call Recordings (only local by Organizer) – optional data, Uploaded Files – optional data</p> <p>-TAC Support Information: Name/Surname of the Employee Appointed to Open the Service Request, Email address of the Employee Appointed to Open the Service Request, Phone Number of the Employee Appointed to Open the Service Request, Authentication Information (excluding passwords), Information about the Condition of the System (if applicable), Registry Data About Software Installations and Hardware Configurations (if applicable), Error-Tracking Files (if applicable)</p>
RETENTION PERIOD	<p>-Host and Usage Information: 3 years from when the Service is terminated in a pseudonymised format.</p> <p>-Invoicing information: up to 7 years maximum</p> <p>-Host Registration Information:</p> <ul style="list-style-type: none"> • 7 years after contract termination

	<ul style="list-style-type: none"> • On User-request by sending a request to privacy@cisco.com or opening a TAC service request <p>-User-generated Information: Meeting duration (unless local recording by the meeting host takes place)</p> <p>-TAC Support Information: Up to 10 years or on User-request by sending a request to privacy@cisco.com or opening a TAC service request</p> <p>-The chat exchanges between participants is never retained after the termination of the conference.</p> <p>-The list of participants' names is available for each participant for the duration of the conference</p> <p>-If not recorded or otherwise stored, the content of the video/audio conference (documents, links, files etc.) will be deleted after the termination of the session.</p>
<p>STORAGE LOCATION (including International data transfers)</p>	<p>All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission.</p> <p>Personal data will also be transferred to third countries below:</p> <p>-Registration Information: Germany (AWS), The Netherlands, the United Kingdom</p> <p>-Host and Usage Information: Germany (AWS), The Netherlands, the United Kingdom</p> <p>-User-Generated Information: Germany (AWS), The Netherlands, the United Kingdom</p>
<p>THIRD PARTY CONTRACTOR</p>	<p>CISCO International Limited, 1 Callaghan Square Cardiff, CF10 5BT</p>