



PRIVACY STATEMENT

Statement on personal data protection within the framework of internal video broadcasting and audio/video recording during a meeting organised by EEA

Personal data provided by the participants are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Processing operations are under the responsibility of the Head of Operational Services , acting as Data Controller regarding the collection and processing of personal data.

1. Purpose(s) of the processing

Personal data in the context of video broadcasting (streaming) and audio video recording is collected and further processed for communication purposes. The purpose is to improve internal communication in the EEA and support drafting the minutes of the meeting. An opt-out is provided to participants who prefer their images and voices are not recorded.

2. Recipients of the data processed

For the purpose detailed above, access to personal data (broadcasting) is given to all those having authorised access to the EEA Intranet. The audio/video recording of the meeting is accessible to those involved in drafting the minutes and conclusions of the meeting.

No personal data is shared with third parties for direct marketing.

3. Personal data concerned

The personal data of participants provided for the management of the meeting.

4. Obligatory or optional data

Participants are free to give their data on a voluntary basis.

5. Categories of data processed

Personal data collected and further processed concern the participants (natural person). Information can relate to all or some of the following data:

- Name (title, first name, surname) and function ;
- Live web-streaming and/or audio or video recording of speakers and participants.

6. Modalities for the processing operation

Personal data is processed manually by the initialisation of recording and streaming of the meeting.

7. Safeguarding of data processed

The collected personal data and information related to the meeting or event are recorded on a DVD stored in locked cupboard by the responsible meeting or event organiser secretary. Access to all collected personal data is only possible to a limited number of designated EEA staff members, namely the meeting or event organiser secretary and a limited number of staff in the facilities services.

8. Right of access and rectification

You have no direct access to your personal data stored by the EEA. In case you wish to verify or modify any of your personal data, exerting your rights as laid down in Section 5 of Regulation (EC) No 45/2001 on the protection of personal data and the processing thereof, please contact in writing the data Controller to the following address: European Environment Agency, OSE, Kongens Nytorv 6, 1050 Copenhagen K, Denmark.

Any request for access or rectification of personal data shall specify explicitly the object and purpose(s).

Please note that modifications to registered data are made only if based on compelling grounds.

9. Legal basis

The processing operations on personal data linked to the internal video broadcast (streaming) and recording of meetings is necessary for the performance and the support of the numerous tasks carried out by the EEA as mandated by Regulation (EC) No 401/2009, and in particular Article 2 thereof, and for the internal communication and functioning of the EEA.

10. Legality of processing

The data processing is considered lawful because either

- It is necessary for the performance of tasks carried out in the public interest on the basis of Regulation (EC) No 401/2009 (Article 5(a) of Regulation (EC) No 45/2001); or
- The data subject has unambiguously given his or her consent (Article 5(d) of Regulation (EC) No 45/2001).

11. Data retention

Personal data is kept as long as follow-up actions to the meeting are necessary with regard to the purpose of the processing of personal data as well as for the meeting and its related management. The DVD recording of a meeting or event is kept by the responsible secretary until the final approval of the minutes of the meeting or event, whereafter it is handed over to the facilities services for destruction. No data is kept for historical or statistical purposes.

12. Right to appeal

Meeting or event participants are entitled to have access at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>; EDPS@edps.europa.eu) if they consider that their rights under Regulation (EC) No 45/2001 have been infringed as a result of the processing of their personal data by the EEA.

Meeting or event participants may also contact the EEA's Data Protection Officer (DPO) in case of any difficulties or for any questions relating to the processing of their personal data at the following e-mail address: Data.ProtectionOfficer@eea.europa.eu.