



NOTIFICATION

FOR DATA PROCESSING OPERATIONS

Date of registration: 29.6.2011

Register No: IT4

1. Name of the data processing operation

Internal video broadcasting (streaming) and recording

2. Data Controller

Programme or Group:	OSE4 /Facilities services and OSE2 /Helpdesk
Function:	Head of Operational Services
Contact person:	Sigfús Bjarnason; Facilities services: facilities_services@eea.europa.eu and Logistics@eea.europa.eu ; Helpdesk: helpdesk@eea.europa.eu

3. Description of the processing operation

3.1. Area of activity in which the processing is carried out

Internal video broadcasting and recording

EEA Management Board, Scientific Committee, NFP/Eionet meetings and other meetings and events in the Agency premises are commonly broadcasted internally, i.e. available on the EEA Intranet from the computers connected to it. It is also possible to record the meetings on a DVD for the purpose of preparing and verifying the minutes of the meetings.

3.2. Modalities for the processing operation

<input checked="" type="checkbox"/> Manual processing	The initialisation of streaming and recording is a manual operation by a staff member of the Facilities services group or the Helpdesk, after a request from the responsible meeting secretary. At the beginning of the meeting, the chairperson informs the participants that the meeting will be streamed and recorded. When used for preparing minutes, the DVDs are kept after the
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	meeting by the responsible meeting secretary until the minutes have been approved. Thereafter they are handed over to the Facilities services for destruction. An audit trail about the DVDs is available in a database managed by the facilities services; this audit trail provides information about the date of the recording, the meeting or event it relates to, the date it was handed over to the facilities service and the date it was destroyed.
<input type="checkbox"/> Automated processing	
3.3. Are the Personal data processed by an entity external to EEA ('processor')	
<input type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	No

4. Lawfulness and purpose of the processing	
4.1. Legal basis	
<p>The processing operation of the internal video broadcast and recording 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; implementing Regulation (EC) No 401/2009 calls for a modern and efficient communication infrastructure including video broadcast and recording.</p> <p>There are no exemptions or restrictions under Article 20 of Regulation (EC) No 45/2001 and Article 27 of Regulation (EC) No 45/2001 is not applicable.</p>	
4.2. Grounds for lawfulness	
<p>The data processing is considered lawful because either:</p> <ul style="list-style-type: none"> <input type="radio"/> It is necessary for the performance of a task carried out in the public interest on the basis of Regulation (EC) No 401/2009 (Article 5(a)); or <input type="radio"/> The data subject has unambiguously given his or her consent (Article 5(d)). 	
4.3. Purpose of the processing	
To share meetings, including events, with EEA staff members and to support the drafting of the minutes of the meetings.	

5. Features of the processing operation	
5.1. Categories of data subjects concerned	
All external meeting or event participants and all EEA staff members	
5.2. Categories of data	
Name of the meeting and the meeting participant, audio and video recording of speakers and participants, and the speakers presentations.	

6. Retention practice of personal data

The DVD recording of a meeting is kept by the responsible meeting secretary until the final approval of the minutes of the meeting. No data is kept for historical or statistical purposes.

7. Personal data processed for historical, statistical or scientific purposes

Purpose	Categories of data	Storage media
<input type="checkbox"/> Historical	Not applicable	<input type="checkbox"/> Anonymous <input type="checkbox"/> Encrypted
<input type="checkbox"/> Statistical	Not applicable	<input type="checkbox"/> Anonymous <input type="checkbox"/> Encrypted
<input type="checkbox"/> Scientific	Not applicable	<input type="checkbox"/> Anonymous <input type="checkbox"/> Encrypted

8. Recipients or categories of recipients to whom the data might be disclosed

During the video stream, - all persons connected to the EEA Intranet.

After the meeting, - the secretary responsible for drafting the minutes of the meeting.

9. Proposed transfer of personal data to third countries or international organisations

Yes No transfer of personal data to third countries or international organisation

10. Information given to the data subjects as described in Articles 11 & 12 of the Regulation (EC) No 45/2001)

The meeting invitation is accompanied by an authorisation form (annex 1 to this notification) to be signed by meeting participant whereby they can give their unambiguous consent to the recording of video and audio of them and acknowledge having received a copy of a privacy statement (annex 2 attached to this notification).

At the beginning of the meeting, the chairperson informs the participants that the meeting will be streamed and recorded.

Meeting participants are provided with a privacy statement providing all relevant information on their rights as data subject (annex 2 attached to this notification)

11. Procedures to enable data subjects to exercise their rights (as indicated in Articles 13 to 19 of the Regulation (EC) No 45/2001, i.e. access, rectification, blocking, erasure, objection)

As specified in section 8 of the privacy statement (annex 2 to this notification)

12. Time limits for blocking and erasure of the different categories of personal data (on justified legitimate request from the data subject – Please, specify the time limits for every category)

Categories of data	Blocking	Erasure
Any data asked for	Maximum within 5 working days	Maximum within 5 working days