

1. General Information

Reference number	J024
Last update:	05/10/2023
Joint controllers:	EESC and CoR
Joint controllership arrangement	EESC-CoR JCA
Directorate/unit:	Multiple services
Contact details:	European Economic and Social Committee Rue Belliard, 99-101, 1040 Brussels
DPO - contact details	EESC Data Protection ; data.protection@cor.europa.eu
Processor(s)	European Commission, in case the registration to the event is made via EU-Learn
Data Processing Agreement	SLA with the European Commission for the use of EU-Learn

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	We collect and process your personal data to produce a video and/or audio recording of staff meetings, information sessions and trainings organised by the EESC-CoR Joint Services. Such meetings may take place online, in a hybrid format or in-person. The purpose of the recordings is to enable staff who were not able to participate in the event to follow the session at a later stage, and to generate cost and time efficiency savings for the institution by reducing the need to repeat sessions as well as to retain knowledge.
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Categories of persons whose personal data are processed	Speakers and participants to the event
Categories of personal data processed	<p>We will collect only the following personal data from the event participants necessary for the processing operation:</p> <ul style="list-style-type: none"> - Name and surname - Images of (certain) participants during the event (where consent is given to be filmed in case of face-to-face events or when the participant chooses to switch on the camera during online/hybrid meetings), and audio recording of participants who speak during the event. Images of participants who are present in the physical meeting/conference room might also be recorded. - Information that participants choose to share in the written chat function during the event <p>Depending on the online event tool used to hold the meeting, the following personal data might also be processed:</p> <ul style="list-style-type: none"> - IP address - Cookies - Connection data - Email address <p>Please refer to the data protection notice of EU-Learn in case the registration to the event is made using EU-Learn.</p>
Recipients of the personal data	Any person who has access to the CoR and EESC intranet
Transfers of personal data to a third country or an international organization	No
Retention period of the personal data	The recordings will be kept for maximum 10 years
General description of security measures, where possible	<p>Only persons who have access to the EESC and CoR intranet have access to the recordings.</p> <p>In case of registration via EU-Learn, the personal data submitted for the registration are subject to the security measures used by EU-Learn and described in the European Commission's Learning Management System (EU-Learn)(DPR-EC-00967) and in the European Commission's Identity</p>

	and Access Management Service (IAMS)(DPR-EC-03187).
Data Protection Notice	Data Protection Notice available internally