

Webinar, Reportnet 3 walkthrough 2022

Specific privacy statement

The personal data you provide for the purpose of your participation to the above-mentioned webinar, is processed in accordance with regulation (EU) No 2018/1725¹ of the European Parliament and of the Council of 23 October 2018.

The webinar and the associated processing operations are under the responsibility of the EEA program for Biodiversity and Ecosystems – Data and Information, acting as data Controller, regarding the collection and processing of personal data.

1. Purpose(s) of the processing

Your personal data is collected and further processed for the purposes of coordinating, organizing and managing the webinar; this includes in particular:

- The creation of contact lists, the dispatch of invitation letters, the establishment of participants attendance lists.
- Live web-streaming and/or audio and video recording of speakers and participants including on internet/intranet in the context of the meeting and for communication and education purposes; in such cases, you may request to opt-out if you prefer your image is neither recorded nor published on any support.

2. Recipients of the data processed

For the purposes detailed above, access to your personal data is given to the following persons, without prejudice to a possible transmission to the bodies in charge of monitoring or inspection tasks in accordance with European Union law:

- The chairperson and the secretary of the webinar and the responsible EEA project manager(s)

Documents and material produced in relation to the webinar may also be disclosed to the public subject to the provisions contained in Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to documents.

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

3. Categories of data processed

The only personal data collected and further processed is the information you provide in connection with your participation to the webinar. The information may relate to all or part of the following data: your title, name, professional contact details (e-mail address, telephone number(s) (direct and mobile), employer's name and address), live web-streaming and/or audio and video recording of speakers and participants, presentations of speakers could be published in the context of the meeting or for communication and education purposes.

¹ OJ L 295/39 of 21.11.2018.
Version 3_19.02.2019

4. **Modalities for the processing operation**

Your personal data is processed manually when the EEA staff member(s) responsible for the webinar encode(s) the data in the EEA meeting system. Your personal data is then processed in an automated way for the management and administration of the webinar, e.g. for generating email communications. For the purpose of the management and administration of the webinar, the responsible data controller maintains a filing system (on paper and electronic) in ad hoc files.

5. **Right of access and rectification**

You have no direct access to the data stored. If you wish to verify, modify or delete any of your personal data, you should address your request in writing by email using the contact information specified in the invitation to the relevant meeting. Any request for access or rectification of personal data shall specify explicitly the object and purpose(s).

Special attention is drawn to the consequences of a request for deletion, which will imply that any possibility to contact you will be lost.

6. **Legal basis**

The processing of your personal data is necessary for the performance and support of the numerous tasks carried out by the EEA as mandated by Regulation (EC) No 401/2009 of 23 April 2009 on the EEA and Eionet, and in particular Article 2 thereof, and for the internal management and functioning of the EEA. In addition, processing of your personal data is based on your consent, provided under Article 5(d) of the Regulation. You have the right to invoke your consent by contacting the data controller.

7. **Data retention**

Your personal data is kept as long as necessary for the purposes of the organization and management of the related webinar, as well as for any follow-up actions the webinar may entail. Your personal data will generally be deleted from databases 1 year after the last action in relation to the webinar.

Photographs/pictures, presentations, live web-streaming and/or audio and video recording of speakers and participants including on internet/intranet in the context of the webinar and for communication and education purposes will be kept for as long as the speakers and/or participants request the EEA to remove their personal data.

8. **Right to appeal**

You are entitled to have recourse at any time to the European Data Protection Supervisor (<https://edps.europa.eu>; edps@edps.europa.eu) if you consider that your rights under Regulation(EC) No 45/2001 have been infringed as a result of the processing of your personal data by the EEA.

You may also contact the EEA's Data protection Officer (DPO) in case of any difficulties relating to the processing of your data at the following email address: DPO@eea.europa.eu.