

EDPS record of processing activity

Record of EDPS activities processing personal data, based on Article 31 of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Nr.	Item	Description
		WEB AUDIO AND VIDEO CONFERENCING SOLUTION - WEBMEETING
1.	Last update of this record	3/01/2024
2.	Reference number	70
3.	Name and contact details of controller	<p>The European Data Protection Supervisor (EDPS) and the European Parliament (EP) - DG ITEC - Individual Equipment & Logistics Unit (EQUILOG) are separate controllers for this processing operation.</p> <p>EDPS The EDPS is controller regarding the business processing of personal data when using WebMeeting for the meetings/events it organises (this includes business choices made on the use of the features of video conferencing tool).</p> <p>For more information on the EDPS please consult our website: https://edps.europa.eu.</p> <p>Responsible department or role: the Head of the EDPS Secretariat (EDPS@edps.europa.eu).</p> <p>Contact form for enquiries on processing of personal data to be preferably used: https://edps.europa.eu/about-edps/contact_en.</p>

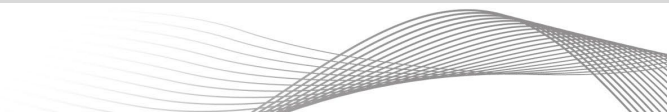
		<p>EP EP The Individual Equipment and Logistics Unit (EQUILOG Unit) is controller regarding the technical and legal aspects that it decides upon, such as for example the contractual clauses concluded with the service provider, as well as regarding technical customisation done at ITEC level and over which EDPS does not have any control or the possibility to alter.</p> <p>According to the EP data protection notice:</p> <p><i>Controllership scope aspects</i> The Individual Equipment and Logistics Unit (EQUILOG Unit) is not controller for business processing operations on the usage of video/audio/chat services by EP's entities and client EUIs' entities, acting as controllers for the use of video/audio/chat services (i.e. using video/audio/chat services for their own business purposes). These entities are responsible for the business processing of data in video/audio/chat conferences organized on the provisioned services (included choices on the use of features of the services, such as meeting recording).</p> <p>Responsible department or role: ITEC-DPO-EQUILOG@europarl.europa.eu</p> <p>For more information, please see the EP:</p> <ul style="list-style-type: none"> - record: https://www.europarl.europa.eu/data-protect/reportPdf/printPreview.do;jsessionid=20A7C5AA16FAFD95184DFA17049923BA?output=pdf&lang=EN&prefix=V3&nr=180 - data protection notice: https://www.europarl.europa.eu/data-protect/reportPdf/printPrivacyStatement.do;jsessionid=20A7C5AA16FAFD95184DFA17049923BA?prefix=V3&nr=180
4.	Name and contact details of DPO	EDPS DPO: dpo@edps.europa.eu EP DPO: data-protection@europarl.europa.eu
5.	Name and contact details of joint controller	N/A



	(where applicable)	
6.	Name and contact details of processor (where applicable)	
7.	Short description and purpose of the processing	<p>The processing operation refers to the use of a video conferencing tool, namely Webmeeting, by the EDPS while carrying out its activities (such as for example, when organising meetings or conferences ('events')). Webmeeting is part of the unified communication tools provided to the EDPS by EP on the basis of the Service Level Agreement between the EDPS and EP.</p> <p>Personal data are processed in order to provide web-based video and audio conferencing services in different formats via Webmeeting. According to the EP record:</p> <p><i>Personal data are necessary:</i></p> <ul style="list-style-type: none"> • <i>For the transmission of a communication (technical purpose): content of the communication and metadata.</i> • <i>For the support, maintenance and evolution (technical purpose): metadata. These data will be used for the calculation of global statistics (non-personal data results) necessary for technical reporting and monitoring (e.g. calculate the number of communication channels).</i> <p><i>During the video/audio/chat conference, all participants, if given the rights by the organizer, are able to share content on a voluntary basis.</i></p>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p><u>Categories of data subjects</u></p> <ul style="list-style-type: none"> - persons organising EDPS events (EDPS staff only can organise the meeting) - persons participating at the event (EDPS staff and/or external participants invited to the event organised by the EDPS). <p><u>Categories of personal data categories</u></p> <p>For EDPS staff:</p>



		<ul style="list-style-type: none"> - name, last name, - work telephone, - work email address, - starting and ending date of the contract, - type of contract (e.g. official, contractual agent, trainee). <p>For participants to meetings:</p> <ul style="list-style-type: none"> - name or nickname <p>Personal data processed by the EP, according to the record and the data protection notice:</p> <p><i>Technical data:</i></p> <ul style="list-style-type: none"> - Username, Internet Protocol (IP) address, Communications details <p><i>Other:</i></p> <ul style="list-style-type: none"> - Content of the communications (processed only during the communication in order to ensure the transmission) <p><i>TAC Support Information:</i></p> <ul style="list-style-type: none"> - Contact information of ICT technical staff working on the provision of the services. <p><i>End-users using a browser are requested to enter a username, which may be a nickname that does not allow necessarily to identify a natural person. WebMeeting does not analyse and does not store the content of the communication.</i></p>
9.	Time limit for keeping the data	<p>Personal data are processed by the EDPS as long as the staff member is a member of the EDPS. When a staff member leaves the EDPS, the account is disabled and scheduled for deletion. The account is kept, in the disabled state, for a maximum period of three months, after which it is deleted. All personal data are deleted when deletion of the account occurs.</p> <p>According to the EP data protection statement,</p>



		<p><i>Personal data necessary for the transmission of a communication (content of the communication and metadata) are processed from their collection/creation until the termination of the communication, and are not stored afterwards.</i></p> <p><i>Personal data necessary for the support, maintenance and evolution of the system (metadata) are kept from their collection/creation up to 6 months. These data will be used for the calculation of global statistics (non-personal data results) necessary for technical reporting and monitoring.</i></p> <p>For technical support, information is kept by the EP for up to 10 years (referring to the duration of keeping the support ticket).</p>
10.	Recipients of the data	<p>According to the EP data protection statement,</p> <p><i>Personal data (strictly necessary for the transmission of a communication) are transferred to the end-users (participants) to organize the meeting and then to establish the communication. The destination of the transfer will depend on the email address of the participants (for the meeting organization) and on the location and internet connection of the participants (for the meeting execution).</i></p> <p><i>EP services have access to the personal data (metadata) necessary for the support, maintenance and evolution of the system.</i></p>
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	<p>Transfers of personal data to recipients outside the EU/EEA or to organisations not certified under the EU-US Data Privacy Framework might occur in the context of technical support assistance.</p> <p>Support tickets can only be open with the service provider by authorised EP IT support staff. In order to avoid transfers outside of EU/EEA to non-adequate countries, safeguards are applied (for example, requests are sent to the service provider, as a rule, during the normal Brussels/Luxembourg working hours). Technical support is offered by the service provider in the following countries outside of the EU/EEA not subject of an EU adequacy decision: India, Jordan, Costa Rica and Colombia. Technical support is also provided by Concentrix (US), which is not certified at the moment under the EU-US Data Privacy Framework.</p> <p>The legal basis (transfer tool) for these above transfers is the Standard Contractual Clauses for international transfers, with supplementary measures implemented, as described in Article 11 of the EP-Cisco SELA in conjunction with Annex 3e.</p>



12.	General description of security measures, where possible.	<p>- Information security measures implemented by the EP: <i>Relevant “physical and/or IT security” measures have been applied. Suitable safeguards are in place. (Please note that the exact details cannot be published, in order to protect the process)</i> (according to the EP record).</p> <p>- The EDPS staff have do not have access to personal data processed via Webmeeting.</p>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	<p>https://edps.europa.eu/system/files/2023-03/23-03-20_dpn_webmeetings_en.pdf</p>

