

PRIVACY NOTICE – Webinars and online events via Zoom (record reference number: 17)

Webinars and online events via Zoom involves processing of personal data, which shall comply with Regulation (EU) N° 2018/1725¹ (the “Regulation”).

This privacy notice explains how the SESAR JU uses any information you give to us, and the way we protect your privacy. Furthermore, it describes the rights you have as a data subject and how you can exercise these rights.

SESAR JU protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data.

We provide the following information based on Articles 14 to 16 of the Regulation.

What is the purpose of the processing?

The purpose of the processing operation is to:

- a) Managing webinars among participants;
- b) Create audio/video recordings of the online event;
- c) Enable the SESAR JU to track and analyse participation levels/participation at its webinars in order to better manage webinars in the future (for example average length of time attending the virtual event or geographic reach of the event participants)

Which personal data do we process?

- Personal details (name, email)
- Employment details (organisation and optionally function)
- Location information (by the processor)
- Video recording of the event
- If you are a speaker, we additionally process title, biography, affiliation, quotes
- When you access the online event, Zoom may collect some data on your browser experience, such as your IP address, the event you visited, when you visited and the webpage you were redirected from and for how long you attended the event. More information is available in the Zoom privacy notice at: <https://www.zoom.us/legal> and Zoom’s cookie policy available at: <https://www.zoom.us/cookiepolicy>

Why do we process your personal data and under what legal basis?

- Explicit consent Article 5 d) of Regulation 2018/1725
- The use of cookies and similar technologies is based on consent of participants using the zoom.us web page or zoom.us application

¹ Regulation (EU) N° 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 (“EUDPR”).

Who is the controller and other actors involved in the processing?

Controller: The SESAR JU, legally represented by Florian Guillemet, Avenue Cortenbergh 100, 1000 Brussels. The responsible unit for the processing activity is the External Affairs & Communication team.

Processor: Our contractor TMAB Business Events, which assists in the organisation of SJU events. For the technical provision of the webinar, whether through a browser or a mobile application, zoom.us acts as the processor of your personal data.

How is SESAR JU processing the personal data?

Speaker information, audio/video recordings and transcripts may be published on the SESAR JU website and online social channels.

Our contractor manages the webinar platform on the day of the event and may also do an analysis of the event, for example average length of time attending the virtual event, stakeholder type or geographic reach of the event participants. Data are anonymised once processed by the contractor and before shared with others outside of the communications team.

With regards to data processed by Zoom please consult Zoom's [privacy policy](#) and [cookie policy](#).

How do we protect and safeguard your information?

- Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned
- Staff dealing with this processing operation is designated on a need-to-know basis
- Access control and technical measures such as physical locks and/or secure connections and firewalls
- Secure transfer of data
- Participants are reminded to open the Zoom meetings via the browser rather than via the fat client which is installed automatically when the application is run for the first time.
- Each event/webinar is assigned to a meeting ID and password which will be communicated to the invited participants. Unauthorized participants are prevented to join the event by the contractor. The record function is only available to the host of the event and will only be used when there is no risk of disclosing any confidential information.

Who can access to your personal data and to whom is it disclosed?

The following might have access to your personal data:

- Designated SJU staff members in charge of the organisation of the event
- External contractors assisting the SJU in the organisation of the event
- Only participants to the event have access to recording of the webinar/online event
- The public in case the event recording is published in the SESAR JU website social media channels
- Zoom as per its practices detailed in the privacy policy mentioned above

What are your rights and how can you exercise them?

You have the right of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. Under certain conditions, you have the right to ask that we delete your personal data or restrict its use. You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time. In addition, you have the right not to be subject to a decision based solely on automated processing of data, including profiling, if such decision has legal effect on him or her, except for certain situations, such as entering into a contract (as required by articles 14-16 & 24 of the Regulation).

Information on action taken on the data subject's request to exercise her/his rights shall be provided without undue delay and in any case within one month of receipt of the request. In case of complex or voluminous requests, this period may be extended by another two months, in which case the SJU will inform the data subject.

In case data subjects wish to exercise their rights, they should send an email to communications@sesarju.eu and privacy@zoom.us or zoom@LionheartSquared.eu (Zoom's EU representative).

How to withdraw your consent and the consequences of doing this

Data subjects have the right to withdraw their consent at any time by sending a written request to the communications@sesarju.eu and privacy@zoom.us or zoom@LionheartSquared.eu. Please note that withdrawing your consent does not affect the lawfulness of any processing based on your consent before this consent is withdrawn.

Possible restrictions as laid down in Article 25 of the Regulation and the upcoming SJU decision on restrictions may apply.

How long is the data retained?

Personal details provided by participants upon consent and video and audio recordings of the event are maintained for the lifetime of SESAR JU to comply with purpose of publication of event recordings on SESAR JU website, eNews and online social media channels.

The contractor's report on the analysis of the event contains anonymised data and a retention period is not required.

With regards to personal data collected by Zoom, please consult [Zoom's own privacy policy](#).

Complaints, concerns and recourse

Should you have any complaint or concern you may contact:

- the Data Protection Officer of the SESAR JU at sju.data-protection@sesarju.eu,
- the Communications team at communications@sesarju.eu
- Zoom at privacy@zoom.us or zoom@LionheartSquared.eu

In addition, as a data subject, you have a right to recourse to the European Data Protection Supervisor (EDPS) at any time by e-mail to edps@edps.europa.eu or a letter to the EDPS postal address marked for the attention of the EDPS DPO:

European Data Protection Supervisor, Rue Wiertz 60, B-1047 Brussels, Belgium

For more information on the EDPS, please consult their website: <https://edps.europa.eu>

Additional information

More information on Data Protection at the SESAR JU can be obtained in the [SJU register of data processing operations](#) and in the privacy notice published in the [SESAR JU web site](#). A hyperlink to this privacy notice is available in the event registration form.