

PRIVACY NOTICE – Webinars and online events conducted via web conferencing platforms (record reference number: 17)

Webinars and online events conducted via web conferencing platforms 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?

- a) Create audio/video recordings of the online event(s)
- b) Publish event recordings on SESAR JU website, newsletter, YouTube and online social media channels
- c) Store the video and audio recordings of the event
- d) Enable the SESAR JU to track and analyse participation at its online event(s) in order to better manage webinars in the future

Which personal data do we process?

Video, audio recordings and photographs of speakers

Under what legal basis do we process your data?

- Article 5 (1)(a) of Regulation 2018/1725 (public interest)
- Article 5 (1)(d) of Regulation 2018/1725 (explicit consent)

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

Controller: The SESAR JU, Avenue Cortenbergh 100, 1000 Brussels

On some occasions, the SESAR JU entrusts the following external service providers to process personal data for the purpose of managing the event:

- TMAB Business Events, on the terms described in the FW service contract SJU/LC/0352-CRT Lot 3 on event communications ([privacy notice](#))
- 20 Seconds to Midnight (20STM) on the terms described in the FW service contract SJU/LC/0352-CRT Lot 2 Digital communications, specifically, on the audio-visual coverage of events ([privacy notice](#))

The web conferencing platform used for the event will also act as processor. Below a non-exhaustive list of the platforms used for the SJU events so far:

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”).



Livestorm: ([privacy notice](#))

Webex: ([privacy notice](#))

Zoom: ([privacy notice](#))

How is SESAR JU processing the personal data?

Webinars of virtual/online events are conducted using different web conferencing platforms.

The recordings of the events are stored on the SESAR JU shared communications drive (only the External Affairs and Communication Team has access to this drive) and may be published in the SESAR JU website, newsletter, social media channels and YouTube channel. Participant information is not shown in the recordings, only the speaker names and organisation.

We may also ask the contractor to do an analysis of the event participants after the event, for example average length of time attending the virtual event, stakeholder type or geographic reach of the event participants. The report is anonymous and only aggregated data are used to compile it.

The web conferencing platform used may collect some data on the browser experience of participants, such as their IP address, the event they visited, when they visited, the webpage they were redirected from and for how long they attended the event. More information can be found in the platform's respective privacy notice.

When completing the registration form, participants are asked to adhere to SESAR JU's terms and conditions, as well to confirm having read the specific privacy notices for webinars and the specific web conferencing tool used at the time of the event (for example: Livestorm, Webex, Zoom). Their respective privacy notice with detailed information on how they process personal data is shared with the participants before the event.

See <https://www.sesarju.eu/dataprotection> for more information.

How do we protect and safeguard your information?

- 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
- 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
- Standard clause for the processing of personal data included in the contract
- Secure transfer of data
- 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?

- Data subject themselves: The recording of the event is sent to the participants
- Processors: External contractor supporting the SESAR JU in the production of the event and the web conferencing platforms used
- The general public: In case the event recording is published in the SESAR JU website, YouTube or social media channels
- Designated SJU staff members of the SESAR JU External Affairs and Communications team

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 you, 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.

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

The content of these rights is detailed in the [Data Protection Notice page in SJU website](#) which contains also information about the contact points and recourse (including EDPS <http://www.edps.europa.eu> and edps@edps.europa.eu, and SJU DPO sju.dataprotection@sesarju.eu) as well as detailed information on the exercise of the rights.

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?

Video tapes and photographs are retained for the lifetime of the SESAR JU This is in order for us to:

- Maintain a historical database of previous SESAR JU events
- Be able to analyse trends in event attendance, for example – increases or decreases in event attendance and the types of stakeholders attending our events

Data subjects can always withdraw their consent and have their data deleted by contacting the team responsible at: communications@sesarju.eu

Complaints, concerns and recourse

Should you have any complaint or concern you may contact:

- the Data Protection Officer of the SJU: sju.data-protection@sesarju.eu and
- the SJU External Affairs & Communication team at communications@sesarju.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 notices published in the SESAR JU web site. This privacy notice will be shared with participants before the event.

You may also consult the following privacy notices:

- [Registration of participants to SESAR JU events](#)



- [SE SAR JU mobile app](#)
- [Webinars and online events via Zoom](#)