

DATA PROTECTION NOTICE – Webinars and online events (reference number: 17)

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

This data protection 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) Register participants for the webinar/online event;
- b) Contact participants via email in advance of the event in order to send necessary conference material, such as the agenda, any related publications and the link to join the webinar/event;
- c) Enable the SESAR JU to track participation levels/participation at its webinars/online events in order to better manage them in the future;
- d) Create audio/video recordings of the online event;
- e) Publish event recordings on SESAR JU website, eNews and online social media channels;
- f) Store the video and audio recordings of the event and personal details of participants for maintenance of SESAR JU historical database of past online events and webinars and invite previous event attendees to similar events in the future.

Which personal data do we process?

Personal data:

- Personal details (name, email)
- Employment details (organisation and optionally function)
- Location information
- Video tapes and photographs

If you are a speaker, we additionally process:

- Speaker information, audio/video recordings and transcripts of webinars.
- Speaker information includes first name; last name; title; biography; affiliation; quotes
- When you access the online event, the online event/webinar platform may collect some data on your browser experience, such as your IP address, the event you visited, when you visited and the

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”).

webpage you were redirected from and for how long you attended the event. More information on the platform hosting the webinar/online event, will be made available to you before the event.

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

- Explicit consent Article 5 d) of Regulation 2018/1725

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. We also use a variety of platforms to host our webinars and online events, which are chosen based on the needs and specificities of each event. Information on the platform used for the event you have registered, will be made available to you shortly before the event.

How is SESAR JU processing the personal data?

When registering for an online event, you will fill a registration form that will request only the necessary data according to the data minimisation principle, which is name, email and organisation. Occasionally job title will also be required, but this depends on the nature of the event. The registration form will be available on the SESAR JU website. The data is used to contact the participants and send the link to join the online event. The link is sent to the participants using either [Flexmail](#) (the SESAR JU e-marketing tool) or directly to participants via Outlook.

The registration form also includes the following opt in options:

- Consent to be added to the SESAR eNews distribution list
- Consent to be invited to future events of a similar nature
- Consent to share your details with the other event participants (name, organisation and job title (if applicable))
- Consent to have photos posted of participation (where relevant, normally this is only for the speakers)

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.

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

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

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
- Data subjects for the information you fill in the registration form and the recording of the webinar/online event
- The public in case the event recording is published in the SESAR JU website social media channels

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.

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. 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 (f) indicated above.

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

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

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.