

Moving Europe towards a sustainable and safe railway system without frontiers.

Data Protection Notice

ERA Webinars

1. Introduction

The European Union Agency for Railways (ERA) is committed to respecting the privacy of personal data processed during webinars it organises. In this framework, all personal data provided by stakeholders (contacts) are dealt with in compliance with [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of individuals 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 (hereafter EUI Data Protection Regulation).

This notice outlines the criteria by which ERA collects, manages, and uses the personal data of its stakeholders when organising webinars.

2. Controller of the processing operation

Head of Monitoring, Analysis, Research and Stakeholders Unit

3. Purpose of processing operation

The Agency has introduced webinars to promote a better understanding of its activities and to ensure a continuous exchange with its stakeholders.

ERA's webinars are open to everyone without prior registration. The link to access the webinar is made available on the ERA website and it is unique for each event.

External speakers at the webinars are requested to give their written consent for data processing, the use of their personal data for promoting the webinar, as well as the dissemination of the recordings on the Agency's website and YouTube channel.

4. Data Processed

Webinars are organised using Microsoft Teams Live. If the attendee is already signed into Teams, (s)he will join as an authenticated user. If (s)he is not signed into Teams, (s)he will join anonymously on the web. Participants can choose to ask questions in the webinar chat anonymously, to create an alias or to identify themselves.

Data of registered participants are managed through SRMO (DP Notice - SRMO). Appropriate organisational and technical security measures are ensured according to the data protection legislation applicable to EU institutions and bodies.

For external speakers at the webinars: Name and Surname are requested via the Speaker Agreement form prior to the webinar broadcast.

The webinar and the Questions & Answers-session are recorded to make it available for streaming on the Agency's YouTube channel after the broadcasting. No personal data are collected from the persons streaming this video.

For some webinars, stakeholders are offered the possibility to send their questions in advance to a functional mailbox address at the Agency. Even though the sender of the email can be identified, the Agency will not use this data except for answering the email. Questions received, are only presented in an anonymized way in the respective webinar.

In addition:

- *Participants can give anonymous feedback after each webinar via an anonymous form using Microsoft Teams Forms. ERA gathers no personal data about the participants to the survey.*
- *Participants can sign in to the SRMO and select subscription preferences for receiving ERA communications in the future.*

5. Recipients of the data processed:

ERA staff in charge of organizing webinars.

However, upon publication, any individual could be a potential recipient of the personal data published, e.g., in social media, YouTube, Web.

6. Your Rights as data subject

You have the **right to access** your personal data, which is the right to obtain confirmation about your data processed by the Agency and the **right to ask for the correction** of any inaccurate or incomplete personal data.

If you have any queries concerning the processing of your personal data, you may address them to the data Controller. You will find the address in the contacts below.

7. Legal basis for the processing operation

The legal basis for the processing is:

- [MB Decision n° 333 adopting ERA multi-annual Communication and Dissemination Plan \(2024-2028\)](#)

Lawfulness:

The above data processing operation is carried out in accordance with Art. 5 (1)(b) of Regulation (EU) 2018/1725: processing is necessary for compliance with a legal obligation to which the controller is subject.

The processing of personal data for promotion and dissemination purposes (speakers) is lawful based on their consent (Article 5 (d) of the Regulation (EU) 2018/1725).

8. Time limit for storing the data

Written consent from speakers cannot be withdrawn, due to the public availability of contents through the web (Agency's website and YouTube channel).

9. Contacts

To exercise your rights as data subjects you are invited to contact the Controller by email at

AOD.mars@era.europa.eu. In case you have any questions related to the protection of your personal data, you can contact the ERA Data Protection Officer at DataProtectionOfficer@era.europa.eu.

You have at any time the right of recourse to the European Data Protection Supervisor at edps@edps.europa.eu.