

## Record of processing activity

01 - Name of processing	Webinars organised by ERA
02 - Reference	81
03 - Submission Date	14/05/2020
04 - Last update	07/06/2023
05a - Controller	GIGANTINO Anna
05b - Unit-Sector	Executive Office and Communication Unit
05c - Controller's email	AOD.mars@era.europa.eu
06 - DPO	DataProtectionOfficer@era.europa.eu [mailto:DataProtectionOfficer@era.europa.eu] 120 Rue Marc Lefrancq, 59300 Valenciennes, France Tel. +33 (0) 32 70 96 500
07 - Name and contact details of joint controller(where applicable)	N/A
08a - Who is actually conducting the processing?(Article 31.1(a))	The data is processed by ERA (responsible unit) itself
08b - Name and contact details of processor (where applicable)	
09 - Purpose of processing	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.
10a - Data Subjects	ERA's webinars are open to everyone without prior registration.

<p>10b - Personal data</p>	<p>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). The webinar and the Questions &amp; 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 external speakers at the webinars: Name and Surname are requested via the Speaker Agreement form prior to the webinar broadcast. 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.</p>
<p>11 - Time limit for keeping the data</p>	<p>Written consent from speakers cannot be withdrawn, due to the public availability of contents through the web (Agency's website and YouTube channel).</p>
<p>12 - Recipients of the data</p>	<p>ERA staff in charge of organising webinars. However, upon publication, any individual could be a potential recipient of the personal data published, e.g., in social media, YouTube, Web.</p>
<p>13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</p>	<p>NA</p>
<p>14 - How is data stored? What are the security measures implemented?</p>	<p>ERA processes no personal data of the persons that participate in the webinar broadcast or that stream the website video after it has been made available on the website. Data of registered participants are managed through SRMO (DP Notice - SRMO) and ERA IT appropriate organisational and technical security measures are ensured according to the data protection legislation applicable to EU institutions and bodies.</p>
<p>15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice</p>	<p>Data subjects are informed about the data processing via data protection notice including the request for consent, attached to the present notification and published on the Agency website.</p>

15a - Data subject rights	Right to have access
16 - Legal Basis	Agency Regulation (EU) 2016/796
17 - Lawfulness of processing	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).
18 - Data minimisation	N/A
19 - Accuracy	
20 -Threshold assessment, fill in the specific Threshold assessment-Risks entry in sharepoint.	In order to exercise your rights as data subjects you are invited to contact the Controller by email at communication@era.europa.eu [mailto:communication@era.europa.eu]. Any other questions on the stakeholder relationship management can be sent using the contact us-form [https://www.era.europa.eu/can-we-help-you/contact-us-0_en] on the ERA website, selecting as topic of request: 'User management of workgroups'. 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 [mailto:DataProtectionOfficer@era.europa.eu]. You have at any time the right of recourse to the European Data Protection Supervisor at edps@edps.europa.eu [mailto:edps@edps.europa.eu].
21 - Special category data	N/A
22 - DPIA	N/A
23 - Link to the Threshold assessment-Risks	N/A
24 - Other related documents	N/A