

Data Protection Notice External Webinars / Online Events

(8.9.2021)

This Data Protection Notice explains the policy of the European Union Agency for the Cooperation of Energy Regulators (“**Agency**”) regarding your privacy, as well as how your personal information will be handled in the context of your participation in external webinars or other online events (including meetings, workshops or conferences) organized by the Agency.

The Agency processes your personal data based on [Regulation \(EU\) 2018/1725](#) (“**Regulation**”). The following information is provided as established in Articles 15 and 16 of the Regulation.

Who is the controller?

The Agency acts as a controller for the personal information which may be handled on speakers and participants of its external webinars or other online events. For more information on the Agency, please consult our website: <https://www.acer.europa.eu/>.

The Agency’s external webinars or other online events may be hosted either in [Microsoft Teams](#), which is provided by Microsoft, or on [Cisco Webex](#), which is provided by Cisco. Microsoft and Cisco collect usage data related to their tool, in order to compile aggregated statistics around the use, performance and availability of their service, based on their legitimate interests. Cisco acts as a controller for this collection of data. For more information, please visit:

- [Microsoft’s Privacy Statement](#);
- [Cisco’s Online Privacy Statement](#) and [Cisco’s Webex Meetings Privacy Data Sheet](#).

What personal data do we process, who can access it and how long do we keep your personal data?

When you participate in an external webinar or other online event organized by the Agency, the Agency may collect and process the following data relating to you: contact details (your name, affiliation, function, e-mail address), as well as, if you decide to take the floor, messages in the chat, and video and audio recordings of you. If you are a speaker, the Agency will process the above personal data on you, as well as video and audio recordings of your presentations and replies to questions.

The Agency may record the audio and video of these events. They may be stored on the Agency’s intranet as well as published on its website and / or other social media channels (e.g., YouTube, Twitter and/or LinkedIn).

- As a **speaker**, you will be required to switch your audio signal on, as well as your video and/or screen-sharing signals (if needed for the purposes of the event).

If you are a speaker, we may publish the agenda of the meeting with your name, affiliation and intervention title. We might publish other personal data (hereinafter “**Other Personal Data**”) you provide us with at one of these events, such as

presentation slides, etc. We will publish Other Personal Data only upon your consent.

- As a **participant**, if you do not wish to be recorded during an external webinar or other online event organized by the Agency, **you are invited not to switch on your video and/or audio signals**. Should you switch those signals on, this is done under your personal responsibility. If you choose to use the chat function, no audio or video of you will be recorded.

The Agency will keep the event material, including an anonymised transcript of the chat, for 10 years after the event. However, we will remove audio / video recordings at the latest after 2 years from the event, so that it will no longer be available online or in directly accessible file systems. Some of these materials may be transferred to the Agency's archives.

Chat functions and collection of usage data

If you decide to send a question through the chat functions made available on the platforms used to host the meeting, the Agency will process that question during the event so that it can be discussed. You may use initials instead of your full name if you do not want the latter to be displayed in the recording. Additionally, the Agency will keep an anonymised transcript of the messages in the chat with the purpose of answering pending questions and improving its presentations and / or training material.

Beyond audio / video recordings and chat messages, **Microsoft and Cisco** collect usage data related to their tool for aggregate statistics, in order to monitor the utilization, performance, and availability of their services. As a result, limited / aggregated information about your use of the MS-Teams / Cisco Webex platform may be collected. Such data will be retained by Cisco for 3 years. For more information on Cisco's data retention practices, please refer to [Cisco's Webex Meetings Privacy Data Sheet](#).

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

Hosting external webinars or other online events is part of the Agency's tasks, thus the processing of your personal data for event management purposes (such as handling invitations, or managing registration and participation requests) is necessary to ensure the proper management and functioning of the Agency. The purpose of recording such events is to give interested individuals the option to benefit from the webinars / online events if they are unable to attend them live. Processing for these purposes is necessary in order to perform a task in the public interest or in the exercise of official authority vested in the Agency, under Article 5(1)(a) of the Regulation.

The lawfulness of the publication of Other Personal Data on speakers is based on Article 5(1)(d) of the Regulation (i.e., your consent).

Will the processing of your personal data involve any transfer outside of the EU?

The Agency will not transfer your personal data outside of the EU.

Usage data collected by **Microsoft** will be stored inside the EU. In case of dial-in participants outside the EU, partial usage data might be transferred outside of the EU. For more information, please refer to [Microsoft's Privacy Statement](#).

Usage data collected by **Cisco** will be stored in the US. Real-time meeting data (such as VoIP and video) may also be transferred outside of the EU. For more information on transfers performed by Cisco, please refer to [Cisco's Webex Meetings Privacy Data Sheet](#).

What are your rights regarding your personal data?

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. We will consider your request, take a decision and communicate it to you.

If, as a speaker, you provide your consent to publication of your Other Personal Data (as defined above), please note that **you may withdraw your consent at any time**. If you wish to do so, please contact the Agency's Data Protection Officer (see section on contact details below) and we will process your request without undue delay and, at the latest, within *one month* of receipt of your request.

You have the right to lodge a complaint

If you have any remarks or complaints regarding the way we process your personal data, we invite you to contact the Agency's Data Protection Officer (see section on contact details below). In any case, please note that, as a data subject, you are entitled to file a complaint with the European Data Protection Supervisor (EDPS), if you believe that the processing of your Personal Data carried out by the Agency is unlawful. You will suffer no prejudice on account of any such complaints lodged.

Contact details for enquiries regarding your personal data

To get in touch with the Agency's Data Protection Officer, including to exercise any of the abovementioned rights, please contact: dpo@acer.europa.eu.
