

## **PROTECTION OF YOUR PERSONAL DATA**

**This privacy statement provides information about the processing and the protection of your personal data**

### **1. Introduction**

The European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (hereafter, 'eu-LISA') is committed to protect your personal data and to respect your privacy. eu-LISA collects and further processes personal data pursuant to [Regulation \(EU\) 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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data

The information in relation to processing operation '*Speech to Text for meeting minutes*' undertaken by eu-LISA Executive Support and Stakeholder Relations Unit (ESU) is presented below.

### **2. Why and how do we process your personal data?**

ESU collects and uses your personal information to capture audio from conferences organised only in pre-defined meeting rooms, in order to generate transcripts of the conferences that will then facilitate the drafting of minutes. The transcripts will be generated by using a voice recognition tool called "Speech to Text" (STT). The STT solution is a tool that will be deployed on eu-LISA servers, so that all the information that is being recorded/captured does not leave the premises. Only the billing service is cloud based, hosted on existing Microsoft AZURE platform, that is already used by eu-LISA for billing other services.

Input sources for recording are the Audio & Video Conference Room infrastructure in the meetings rooms and Cisco Video Conference (CMS) (more details in the Record 122\_0006/2021 - Videoconferencing tool).

Recorded sessions (by CMS) will be stored by eu-LISA authorized users to a dedicated NFS server. Users will login in a Graphical User Interface (GUI) with their Active Directory (AD) (more details in Case 12\_0003/2015 - Internal Active Directory). The User will select the file that will be transcribed. The Application will load the file to the STTAPI, perform all necessary API functions (configuration, pre-processing, diarization for speaker changes, speech processing, retrieval of text from the API). The transcribed file will be saved as a text file in the same folder with the Audio.

The user will be able to:

- Open the text with an application such as MS-Word in order to process it (edit, mark topics, highlight), and create a summary or meeting minutes

## PUBLIC

- Listen to the audio with an application such as Media Player
- Share the text or meeting minutes with other users (email etc.)

Your personal data will not be used for an automated decision-making including profiling.

Your personal data processed may be reused for the purpose of procedures before the EU Courts, national courts, or the European Court of Auditors.

### **3. On what legal ground(s) do we process your personal data**

We process your personal data, because:

(a) Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in eu-LISA, including because it is necessary for the management and functioning of the Agency, in particular, based on the following legal acts:

- Regulation (EU) 2018/1726 of the European Parliament and of the Council of 14 November 2018 on the European Union Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice (eu-LISA), and amending Regulation (EC) No 1987/2006 and Council Decision 2007/533/JHA and repealing Regulation (EU) No 1077/2011. In particular, Articles 19-23 and Article 29 of the Regulation
- Rules of Procedure of eu-LISA (document 2022-071, adopted by the Management Board of eu-LISA on 20.09.2022).

(b) Processing is necessary for compliance with a legal obligation to which the Agency is subject, in particular:

- Rules of Procedure of eu-LISA (document 2022-071, adopted by the Management Board of eu-LISA on 20.09.2022), Articles 9 and 25, e.g., Art. 9.2: *“The draft minutes, to which shall be attached the summary referred to in paragraph 1, the attendance list, and the decisions taken with the numbers of votes cast at each vote, shall be forwarded to members before the following meeting and in any case not later than three weeks after the end of the meeting. The minutes shall include the document and revision numbers of the relevant materials for decision-making.”*.

### **4. Which personal data do we collect and further process?**

In order to carry out this processing operation ESU collects the following categories of personal data:

- Name;
- Member State / Organisation
- Audio (audio recording)

### **5. How long do we keep your personal data?**

ESU only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, for a maximum duration of three (3) months. After that period the file may be transferred to the Historical Archives.

When determining the maximum retention periods, the Agency takes also into account possible legal recourses, legal, auditing, archiving and reporting obligations.

## **6. Who has access to your personal data and to whom is it disclosed?**

Access to your personal data is provided solely to eu-LISA staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

## **7. What are your rights and how can you exercise them?**

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a).

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor.

## **8. Contact information**

### **- The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, ESU at [management-board@eulisa.europa.eu](mailto:management-board@eulisa.europa.eu).

### **- The Data Protection Officer of eu-LISA**

You may contact the Data Protection Officer ([dpo@eulisa.europa.eu](mailto:dpo@eulisa.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

### **- The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.