

## **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 Videoconferencing Tool undertaken by the Corporate Services Unit (CSU) is presented below.

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

Corporate Services Unit (CSU) collects and uses your personal information to provide a video/web conferencing solution to support internal and external communication, to be used for online events and meetings organised by eu-LISA.

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 the Union institution or body;

(b) processing is necessary for the management and functioning of the Agency

Regulation no 2018/1726 Article 36(1b): "The Agency tasks may process personal data only for the following purposes: (...) where necessary for its administrative."

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

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

- Name, contact details and affiliation
- e-Communication and/or connection data
- Image, audio

- Other personal data:
  - Topic/Title
  - Host
  - Start date
  - End date
  - Foreseen duration
  - Owner
  - Language
  - Location
  - Telepresence details
  - List of participants
  - Time zone
  - Recurrence
  - Connection data: audit logs of the meetings
  - IP Address

The provision of personal data is mandatory to provide the service, otherwise it will not be possible.

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

Corporate Services Unit only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for:

- Chat information in shared rooms the retention period is 24 hours
- Chat information in individual rooms retained until it deleted by the user or when the user is no longer active
- Connection data (audit logs) retained for 1 week

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.

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

Access to your personal data is provided 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 recipients to which personal data are disclosed are Designated eu-LISA staff members and Other external users invited to a conference.

Transfer of personal data to recipients in a third country is possible only in case the participants are located in a third country.

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.

#### **6. 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

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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.

### **7. 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, Corporate Services Unit (CSU) at [HoCSU@eulisa.europa.eu](mailto:HoCSU@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.