



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 **Large meetings videoconference tool** undertaken by Corporate Services Unit, ICT Services Sector is presented below.

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

ICT Services Sector collects and uses your personal information in order to secure and manage the mobile devices at corporate level, with the help of a videoconference tool, namely Microsoft Teams.

In order to provide to the eu-LISA internal users and/or external partners the ability to communicate efficiently during online events and conferences, eu-LISA offers a video conferencing service to users, for meetings / events with a large audience (more than 70 participants), with the help of a tool having the following main features:

- Audio/Video for online meeting
- Chat to facilitate exchanges of information
- Screen sharing to support presentations or working on documents

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

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

We process your personal data in accordance with the provisions of Regulation (EU) 2018/1725, because:

Processing is necessary for the management and functioning of the Agency's activities (Art 5(1)(a) of the EU DPR (Reg. 2018/1725))

Which personal data do we collect and further process?

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

PUBLIC

- *Name;*
- *Contact details (e-mail address, telephone number, mobile telephone number, fax number, postal address, company and department, country of residence);*

For internal users, we have obtained the personal data from eu-LISA internal Active Directory database and for external users, we have obtained the personal data directly from you or your employer.

4. How long do we keep your personal data?

ICTS Services only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, with a maximum of 90 days in case of the audit trails / logs.

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.

Your data will be processed also by Microsoft, in Europe, acting as a Cloud Services Provider.

The information we collect will not be given to any other 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 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 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, corp-IT-sd@eulisa.europa.eu.

- The Data Protection Officer of eu-LISA

You may contact the Data Protection Officer (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) 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.