



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL  
ENVIRONMENT  
Directorate B – Circular Economy & Green Growth  
**ENV.B.3 – Waste management & Secondary Materials**

## **PROTECTION OF YOUR PERSONAL DATA**

### **Privacy statement – Participants of the webinar series “Sustainable and transparent management of extractive waste” scheduled for 8, 11 and 12 June 2020 using ZOOM Video Conferencing**

**Processing operation:** *Organisation and management of meetings of expert groups*

**Data Controller:** *European Commission, Directorate-General for Environment, Directorate B – Circular Economy & Green Growth, Unit ENV.B.3 – Waste Management & Secondary Materials.*

**Record reference:** *DPR-EC-00744*

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## **1. Introduction**

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission 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.

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. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

This privacy statement concerns the processing operation of the webinar series “Sustainable and transparent management of extractive waste” undertaken by the European Commission, *Directorate-General for Environment, Unit ENV.B.3 - Waste Management & Secondary Materials*, as presented below.

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

Purpose of the processing operation: The European Commission collects and uses your personal information only for the organisation, preparation, management and follow-up of the webinar series “Sustainable and transparent management of extractive waste”. More specifically, this concerns the following processing activities:

- communication activities such as sending e-mails and invitations (this entails the management of contact lists for correspondence);
- exchange of meeting documents (notably through information sharing and circulation of documents via e-mail and the ZOOM Video Conferencing online system for meeting organisation (see Record of processing DPR-EC-01141 - Information system supporting the organisation of meetings (former notification DPO-3911)) and sharing of information with other Commission services to follow-up on the webinars concerned;
- audio-visual recording of the meetings for the purpose of drafting minutes (see Record of Processing DPR-EC-03266 (Audio-visual recording of meetings));
- publication of minutes of meetings, including list of participants for reasons of transparency. The minutes and the list of participants include the names of individuals acting in a personal capacity or represent a common interest shared by stakeholders in a particular policy area. The minutes may also include the positions of these individuals as expressed at the meeting. In the case of organisations, Member States’ authorities and other public entities, the names of their representatives may only be included in the minutes and published in the Register of expert groups subject to their prior freely given, specific, informed and unambiguous consent, in compliance with Article 3(15) and Article 7 of Regulation (EU) 2018/1725.

The meeting will be held via ZOOM Video Conferencing meetings in video-conference. The Data Controller ENV.B3 uses your personal information provided during the registration of ZOOM meetings only for the organisation, preparation, management and follow-up of the meeting. The Data Controller ENV.B3 will record the meeting and save the chat discussion in order to summarize the minutes. The recordings will be stored on EC infrastructure only. The record won’t be published.

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, because processing is necessary for the performance of a task carried out in the public interest (Article 5(1)(a) of Regulation (EU) No 2018/1725).

Expert meetings play an important role in enabling the Commission to collect advice and views from a variety of key actors, such as Member States' authorities, private stakeholders, scientists and professionals. The Commission uses advice and expertise received as a basis for sound policy making and implementation.

The natural way for the Commission to obtain the opinion of experts is in meetings. Furthermore, preparing minutes of the meetings of expert meetings allows for the proper documentation of the work of the expert meeting and also increases the transparency on expert meetings and their work.

For specific processing activities the consent of the data subject is necessary: The names of representatives of organisations, Member States' authorities and other public entities are included in the minutes of the meetings only subject to their prior freely given, specific, informed and unambiguous consent, in compliance with Article 3(15) and Article 7 of Regulation (EU) No 2018/1725.

We use the third party IT tool ZOOM for the webinar series.

We recommend that users carefully read the relevant privacy policies of the tool used. These explain the company's policy of personal data collection and further processing, their use of data, users' rights and the ways in which users can protect their privacy when using those services.

The use of a third party IT tool does not in any way imply that the European Commission endorses them or their privacy policies. In the event that one or more third party IT tools are occasionally unavailable, we accept no responsibility for lack of service due to their downtime."

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

In order to carry out this processing operation the Data Controller may collect the following categories of personal data:

- Personal data necessary for organising and managing meetings such as gender (Mr/Ms), name, organisation to which he/she belongs, e-mail address, phone/fax number;
- Personal data included in the minutes of meetings, such as names of meeting participants and their positions expressed (in case of representatives of organisations, Member States' authorities and other public entities, only based on their prior freely given, specific, informed and unambiguous consent, if at all);
- Personal data necessary for establishing the attendance list and the minutes: signature, audio-visual recording of the meeting;
- Personal data processed for web-streaming of the meeting, including audio-visual recording of the speakers, organisers and participants (non-speaker participants are not recorded

individually but they may however appear on panoramic photographs of the whole event/audience)

If you do not provide these personal data, possible consequences are the impossibility to attend meetings.

We have obtained your personal data either directly from you, via the list of the members of the Raw Materials Supply Group, your participation in EU conferences and workshops on raw materials or the management of extractive waste, competent National department, other public entity or organisation that you work for or via the Permanent Representation of your country in Brussels.

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

The Data Controller only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for a maximum of 5 years after closure of the file to which the personal data processed belongs. The documents related to the work of the expert groups are transferred to the Historical Archives for permanent preservation<sup>1</sup>.

The 'administrative retention period' of five years is based on the retention policy of Commission documents and files (and the personal data contained in them), governed by the common Commission-level retention list for European Commission files ([SEC\(2019\)900](#)).

It is a regulatory document in the form of a retention schedule that establishes the retention periods for different types of Commission files. That list has been notified to the European Data Protection Supervisor.

The 'administrative retention period' is the period during which the Commission departments are required to keep a file depending on its usefulness for administrative purposes and the relevant statutory and legal obligations.

Recordings from the web-streamed meeting will be kept for **2 years** before being deleted. More information is available in the Record of Processing DPR-EC-00306 (Web-streaming of Commission events).

In case of audio-visual recording of the meeting, the recordings will be kept for **3 months** after the meeting before being deleted. More information is available in the Record of Processing DPR-EC-03266 (Audio-visual recording of meetings).

## **6. How do we protect and safeguard your personal data?**

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European or of the contractor (VITO NV, Boeretang 200, 2400 MOL, BELGIUM)). All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration

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<sup>1</sup> For the processing operations concerning the Historical Archives, please see legacy notifications: 'DPO-3871-3 Notification for the digital archival repository and ARCHISscanning' and 'DPO-2806-5 Gestion des dossiers papier structurés par nom de personnes et transférés aux Archives Historiques'.

the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

The Commission's processors VITO are bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission. The processors have to put in place appropriate technical and organisational measures to ensure the level of security, required by the Commission.

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

Access to your personal data is provided to the Commission staff authorised for carrying out this processing operation and to other authorised Commission staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

More specifically, the following Commission staff have access to certain parts of the personal data:

- Authorised staff of other European Commission departments involved in the policy follow-up to a specific expert group meeting.

The minutes of expert group meetings are made public on the website of DG ENV (link: <http://ec.europa.eu/environment/waste/mining/>) and in some cases contain personal data, as explained under Heading 2 of this privacy statement.

Please note that pursuant to Article 3(13) of Regulation (EU) 2018/1725, public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The further processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

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.

## **8. 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 your personal data and to rectify them in case your personal data is inaccurate or incomplete. Under certain conditions, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing and 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) of Regulation (EU) 2018/1725, on grounds relating to your particular situation.

To the extent you consented to the publication of some of your personal data, you can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

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. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

Any request for access to personal data will be handled within one month. Any other request mentioned above will be addressed within 15 working days.

## **9. 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:

European Commission, Directorate-General for Environment, Unit ENV.B.3 – Waste Management & Secondary Materials at [ENV-B3-WASTE-DATA-PROTECTION@ec.europa.eu](mailto:ENV-B3-WASTE-DATA-PROTECTION@ec.europa.eu)

### **- The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.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.

## **10. Where to find more detailed information?**

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-EC-00744.