

PRIVACY NOTICE

for processing of personal data in the context of **BEREC Workshops and Working Groups meetings**

The Agency for support for BEREC (BEREC Office) processes the personal data of a natural person in compliance with Regulation 2018/1725 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

This privacy notice explains the BEREC Office's policies and practices regarding its collection and use of your personal data, and sets forth your privacy rights. We recognise that information privacy is an ongoing responsibility, and we will update this notice, where necessary.

1. What is the purpose and the legal basis for collecting and processing your personal data?

The purpose of the processing of personal data is the organisation and management of **BEREC Workshops and Working Groups meetings** by the BEREC Office, including:

- Registration of participants interested in the meeting;
- Management of the lists of invitations and participants;
- Management of access control to the meeting venue;
- Distribution of information, reports, publications and other relevant documents among invitees and registered participants;
- Arrangement of meeting follow-up actions;
- Sharing meeting content (e.g. livestreaming) via internal streaming platforms.

The organisation of BEREC Workshops and Working Groups meetings is necessary for the performance of the Agency's tasks carried out in the public interest as required by Regulation (EC) No 2018/1971. Therefore, the processing is lawful according to Article 5(a) of Regulation (EU) 2018/1725. In particular, the processing is lawful as provided for under the following legal basis: Articles 11 and 18 of Regulation (EU) 2018/1971, Art.4 and 12 of the Rules of Procedure of the Board of Regulators BoR (19) 58; Art. 5 of the Rules of Procedure of the Management Board of the BEREC Office MB (19) 95 Rev.1, BEREC Work Programmes and BEREC Office Programming Documents.

In addition, processing of the photos and videos during meetings is lawful based on Article 5(1)(d) of the Regulation (EU) 2018/1725, i.e. on data subjects' consent.

2. What personal data do we collect?

The BEREC Office organises and manages BEREC Workshops and Working Groups meetings. These workshops and meetings may be held in Riga, Brussels and in any other European or non-European venues.

Before and during the meeting, the Agency may process:

- Contact details of participants registered to the meeting: first and last name, organisation, email address, phone number;
- Nationality, country of residence, gender, date of birth, any other participant's data necessary for access control purposes to the meeting venue (if applicable);
- Dietary requirements and special assistance, when applicable, processed in a secured manner for the sole purpose of accommodating special needs or dietary requests;
- Photos, audio or video and livestreaming of speakers, participants or organisers, as well as written exchanges between the meeting participants (chat function in a videoconference meeting).

Participants may be required to enter their registration data via a dedicated online form available at the BEREC website events section or at the BERECnet+ dedicated section.

Video and web-conferencing (VTC)

Video and Web-conferencing systems may be used, when personal presence at the BEREC workshops and Working Groups meeting is not feasible. The Agency may therefore use Video-conferencing systems (including, but not limited to Webex, MS Teams) to enable remote participation in its meetings. When participants are invited to register for a meeting held via video-conference they can be requested to indicate their contact details, their role during the meeting, the name of their organisation and any questions/interventions they intend to make during the discussion.

Information on the [privacy policy of CISCO-WEBEX](#)

Information on the [privacy policy of MS Teams](#)

Photographing, recording and streaming of meetings sessions

The BEREC Office may take photos of the meeting and publish them on the BEREC website and/or on BEREC social media accounts (BEREC Twitter, LinkedIn and YouTube).

The BEREC Office will process your photos and audio or video only upon your consent.

Please note that, if you do not wish to appear in photos or audio-video recording/streaming, you have to inform the meeting organiser at pm@berec.europa.eu or workshop@berec.europa.eu

We will make all possible arrangements to respect your choice.

3. Who has access to your personal data and to whom is it disclosed?

The data collected will be processed internally by the BEREC Office staff within the Programme Management Unit, and (when applicable) by dedicated service provider staff supporting the organisation of the meeting.

Access to all personal data is granted on a need-to-know basis to recipients defined by the BEREC Office.

The recipients typically are:

Within the BEREC Office:

- Staff within the organising team;
- ICT staff supporting the infrastructure of the meeting (audio-visual equipment, streaming, etc.).

Outside the BEREC Office:

- When applicable, service providers for organisational purposes, who are contractually bound to process personal data on behalf of the BEREC Office, as well as personnel of the National Telecom Regulatory Authority (NRA)/entity supporting the meeting organisation;
- General public only for meeting outputs (documents, agendas, presentations, minutes or meeting reports, audio-video recording) that may be published on the BEREC website and/or on other online communication channels.

4. How long are your personal data kept?

The BEREC Office only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for organising the meeting and for any follow-up actions as necessary with regard to the purpose(s) of the meeting. All personal data will be deleted from databases 1 year after the last action in relation to the meeting.

Specific retention applies to:

- Final participant list serving as proof for reimbursement: it will be kept for 7 years after the last action in relation to the meeting ;
- Identification data for accessing the meeting venue:
For meeting in the BEREC Office premises, personal data will remain in the visitor register for maximum 6 months;
For meetings in other venues, the meeting co-organiser will delete these data at the latest ten working days after the event;
- Sound recordings of BEREC Workshops and Working Group meetings not intended for publication: will be deleted after the meeting minutes or when the final report of the meeting is delivered;
- Edited audio and video materials, presentations and photographs intended for publication: will be kept on the BEREC website, BERECnet+, BEREC social media accounts (YouTube, Twitter, LinkedIn) and on internal streaming platforms as long as their content is useful for the purpose of the meeting.

5. What are your rights?

You have the right to request from the controller access to and rectification or erasure of your personal data or restriction of processing.

You also have the right to object to processing of personal data.

You have the right to withdraw your consent for the BEREC Office to process your personal data at any time.

The controller shall provide information on action taken on a request within one month of receipt of the request. That period may be extended by two further months, where necessary, taking into account the complexity and number of the requests.

6. Who is the data controller and how to exercise your rights?

The BEREC Office shall exercise the tasks of the data controller for the purpose of these processing operations.

To exercise the mentioned rights, you can contact the controller as follows: pm@berec.europa.eu or workshop@berec.europa.eu

If you feel your data protection rights have been breached, you can always lodge a complaint with the BEREC Office's Data Protection Officer (dpo@berec.europa.eu) or with the European Data Protection Supervisor: edps@edps.europa.eu