

Data protection and privacy policy in relation to the registration and participation to ETUI online webinars

September 2020

This ETUI policy relates to the processing operations of personal data of ETUI online webinars.

1. Why does ETUI process your personal data?

ETUI collects your information for the purposes of the online webinar only:

- a. to establish a list of participants for the online webinars.
- b. to send updates concerning the online webinars, before and after they take place.
- c. *If necessary up to the responsible department*, to communicate to all webinar participants the contact details of all those included in the list, subject to each one's explicit consent.

2. What personal data is collected?

The data collected when you sign up to ETUI online webinars are name, surname, email address and organisation.

Also, through polls and evaluations, ETUI may collect other Personally Identifiable Information (PII) that is any data that could potentially be used to identify a particular person. We may use this information for research, education or communication purposes. The processing of this data is necessary to provide you with an effective online webinar as part of services.

3. What are the legal grounds to process your personal data?

The processing operations on personal data, linked to the organisation, management, follow-up and promotion of the webinar are necessary for the functioning of ETUI activities. This information is stored in our database and is not shared with any third parties, except if required by the law.

Your explicit consent is required and will be asked when:

- sharing the list of participants;
- processing your personal data for inviting you to future events that ETUI may organise;
- processing your personal data for managing your subscription to ETUI newsletters;
- sharing your personal data via our social media channels.

Your explicit consent can be withdrawn at any time.

4. How long does ETUI we keep your personal data?

Your personal data will in principle be retained only for the time needed to fulfil the objectives of the webinar, except if you expressly agreed to stay regularly informed of the activities of the ETUI.

5. How does ETUI protects your personal data?

ETUI webinars are password protected. ETUI uses third party online platforms to run its webinars. The institute has put in place a technical and organisational measures to keep your information safe and confidential.

6. How can you exercise your data protection rights?

You can exercises your privacy and data protection rights at any time. For any question please contact dataprivacy@etui.org

FOR WEBINAR ORGANISERS: Additionally to this policy, the host needs to decide whether the online webinars will be recorded or not. If recorded, all participants need to be informed about this well in advance and consent needs to be collected. The sentence below can be inserted in the invitation/registration form :

“This ETUI online webinar will be recorded and used for educational purposes only and available until (date)” confirm consent ___