



EUROPEAN MEDICINES AGENCY  
SCIENCE MEDICINES HEALTH

22 February 2022  
EMA/112793/2022  
European Medicines Agency

## European Medicines Agency Data Protection Notice concerning the Multistakeholder Workshop on EMA extended mandate on 1 April 2022

### Introduction

The European Medicines Agency (hereafter the 'Agency' or 'EMA') processes your personal data in accordance with the Regulation (EU) 2018/1725 ('EUDPR' or 'the Regulation'). This data protection notice explains the reasons for processing your personal data, the way the Agency collects, handles and ensures protection of all personal data concerning the Multistakeholder Workshop on EMA extended mandate to be held on 1<sup>st</sup> April 2022.

### 1. Who is responsible for processing your personal data?

EMA is ultimately responsible for complying with Regulation (EU) 2018/1725. On behalf of EMA, the Head of the Division organising a meeting or event is appointed as an 'internal data controller' to ensure the lawful conduct of this processing operation. Should you wish to send a question or request to the data controller, please contact: [S-DataController@ema.europa.eu](mailto:S-DataController@ema.europa.eu)

Cisco, who provides the online teleconferencing platform (Webex), processes your personal data on behalf of the Agency. Users must be aware of the fact that the tool runs on external servers and therefore is not appropriate for discussions on sensitive content. Access is possible through computer or mobile device with an internet connection and a web browser. Participants without internet facilities can join the meeting by phone (fixed line or mobile). No other software installation is required. For further details on how your personal data are processed via Webex, you may also read Cisco's privacy policy [here](#).

### 2. Purpose of this data processing

The purposes of processing your personal data are the following:

- Handling invitations, registration and participation requests; reporting on the event and event follow-ups, such as sharing presentations among participants and information on future similar events. Your personal data will also be processed to allow for online audio-video connection to the webinar. Please refer to the Cisco Webex [Privacy Statement \(Cisco Online Privacy\)](#)

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**Address for visits and deliveries** Refer to [www.ema.europa.eu/how-to-find-us](http://www.ema.europa.eu/how-to-find-us)

**Send us a question** Go to [www.ema.europa.eu/contact](http://www.ema.europa.eu/contact) **Telephone** +31 (0)88 781 6000

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[Statement - Cisco](#)) for more information on the categories of personal data processed while using Webex.

- To record online meetings via Webex. The recording occurs to make the event recording and presentations public.

When asking questions, participants can either use video and/or audio or send their questions using the chat function. If they choose to ask questions using video and/or audio, participants will be recorded accordingly. You are free to switch off your camera if you do not want your image to be recorded.

### 3. What personal data do we process and how?

- Host registration information, e.g. name, business email address.
- Participants may be requested to indicate only their first name. If technically feasible, even if participants have a personal account for the respective platform, they do not need to sign in to the platform to participate in the event, signing in is only necessary for the event organiser.
- User generated information, e.g. meeting recordings, uploaded files exchanged via Webex.
- Analytics data, e.g. IP address, user agent identifier, hardware type, operation system type and version, meeting session information, call attendee information (including email address, IP address, username, phone number), etc.
- Audio and video recording.

### 4. Transfer of personal data outside of the EU

Cisco may store the following personal data at its datacentres in the United States of America (USA):

- Cisco Webex analytics platform data, which utilizes host and usage Information.
- Billing information.
- As part of the Cisco Technical Assistance (TAC) Service Delivery, Technical Assistance Centre Support Information and Customer Case Attachments

Cisco has agreed to transfer mechanisms to enable the lawful use of data outside the European Economic Area such as EU Binding Corporate [Rules](#) and EU Standard Contractual [Clauses](#). For further information, please also read the Cisco Webex [Privacy Statement \(Cisco Online Privacy Statement - Cisco\)](#).

### 5. How long does EMA keep your data?

The Agency keeps your personal data for the time necessary to fulfil the purposes mentioned at part 3:

- After the event, personal data are kept as long as follow-up actions to the event are required. Any locally stored personal data will be kept for in line with the [European Medicines Agency privacy statement for or the organisation of meetings and events](#).
- Host and usage information are kept by EMA for a maximum period of 2 years.
- If the meeting organiser records an online meeting, the records are saved in the Agency's ICT infrastructure in accordance with the Agencies security policies, guidelines and standards. At the end of the retention period communicated in the meeting invitation, all the copies of the records are deleted.

- Chat messages exchanged among participants during the meeting are kept by EMA as long as follow-up actions to the event are required.

For more information on Webex's data retention, please refer to the Cisco Webex [Privacy Statement \(Cisco Online Privacy Statement - Cisco\)](#)

## **6. Who has access to your information and to whom is it disclosed?**

When the Agency processes personal data for the above-mentioned purposes, the following persons may access your personal data:

- Dedicated Agency staff members involved in the organisation and running of the meeting.
- Cisco's employees for the provision of the online teleconferencing platform.
- Agency staff and other Agency Intranet users (when data published on the Agency's Intranet).
- General public (when recordings are made public on the internet, the Agency website or social media platforms).

Under certain conditions outlined in law, personal data may be disclosed to third parties, (such as the European Anti-Fraud Office, the Court of Auditors, or law enforcement authorities) if it is necessary and proportionate for lawful, specific purposes.

## **7. Why do we process your personal data and under what legal basis?**

The processing of your personal data by the Agency for organising this event is lawful since it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the EMA (see Article 5(1)(a) of the Regulation).

## **8. What are your rights regarding your personal data?**

You have the right to access your personal data and the right to rectify these data, and you may also request erasure or blocking of your personal data in accordance with the provisions of Regulation (EU) 2018/1725. You can exercise your right by sending an e-mail to the data controller: [S-DataController@ema.europa.eu](mailto:DataController@ema.europa.eu)

If you have any complaints or concerns about the processing of your personal data, you can contact the EMA Data Protection Officer: [dataprotection@ema.europa.eu](mailto:dataprotection@ema.europa.eu)

You have the right to have recourse to the European Data Protection Supervisor: [edps@edps.europa.eu](mailto:edps@edps.europa.eu)

For more details on your rights and how EMA processes personal data for the purpose of organisation of meetings and events, please view the [Privacy Statement](#) on EMA's website.