

PRIVACY STATEMENT / RECORD

EXECUTIVE BOARD AND MANAGEMENT BOARD VIRTUAL MEETINGS

Organisational part of the Agency entrusted with the processing of personal data

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Purpose

The purpose of the processing operation is to ensure a transparent, lawful and proper functioning of the Agency in line with its activities and government arrangements. The data is processed to ensure accurate records and information related to the work of the Executive and Management Boards in virtual meetings, convened and held in a digital platform.

Legal basis

Council Regulation (EU) 2019/126 of the European Parliament and of the Council of 16 January 2019 establishing the European Agency for Safety and Health at Work (EU-OSHA), and repealing Council Regulation (EC) No 2062/94, article 5

Type of data processed

Personal data collected and processed that will concern the:

I. Members (titular, alternate and observers) of the Executive and Management Boards and other invited participants

- Name (title, first name, surname, username);
- Contact details (e-mail address);
- Country;
- Interest group/institutions they represent;
- Possibly, name of the employer.

II. Recordings in virtual meetings (if applicable)

- Oral contributions, audio records, transcripts.

III. Pictures on screens and videos

IV. Instant messages, images, files, whiteboards.

Lawfulness of processing

The processing is based on Article 5.1 (a),(d) of [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 (hereinafter the Regulation).

Data recipients

Agency's staff in charge and external contractors involved in virtual meetings organisation.

The data subject's rights

Data subjects have the right to request from the controller access to and rectification or erasure of personal data or restriction of processing concerning the data subject or, where applicable, the right to object to processing or the right to withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal (Articles 17, 18, 19, 20, 22, 23 and 24 of the Regulation). Any requests to exercise one of those rights should be directed per email to the Management Board Secretariat at: managementboard@osha.europa.eu,

mentioning the name of the processing operation, including in the subject the words "data protection". Data subject's rights can be restricted only in the cases foreseen in Art 25 of the Regulation.

Information on the conservation period of data

EU-OSHA retains the participants' data collected for a meeting for as long as administrative

needs linked to the mandate and activities of the Agency so require.

Some personal data such as audio records, messages posted in the digital boardroom, pictures and video (if applicable) is kept as long as follow-up actions to the meeting are necessary with regard to the purpose(s) of processing personal data, as well as for the meeting and its related management, and in any case no longer than 1 year.

Security measures

EU-OSHA takes appropriate security measures to protect against unauthorised access to or unauthorised alteration, disclosure or destruction of data. These include internal reviews of our data collection, storage and processing practices and security measures, including appropriate encryption of communication and physical security measures to guard against unauthorised access to systems where we store personal data.

Request for information

For any further information regarding the handling of their personal data, data subjects can address their request to EU-OSHA Data Protection Officer at: [dpo\(at\)osha.europa.eu](mailto:dpo(at)osha.europa.eu).

Recourse to the EDPS

Data subjects are entitled to make recourse to the European Data Protection Supervisor: <http://www.edps.europa.eu>, should they consider that the processing operations do not comply with the Regulation.

Date when processing starts

Processing operations begin upon access to the virtual meeting.

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