

# Information on the Processing of Personal Data Pursuant to Articles 13 and 14 of the General Data Protection Regulation (EU) (GDPR)<sup>1</sup> in the use of digital conferencing tools

The German Environment Agency takes the protection of your personal data very seriously. In this privacy statement we provide information about when and what data we collect about you in connection with events and managing participants, how we use this data and what rights you have.

## 1 The data controller and contact details as per the General Data Protection Regulation (EU) (GDPR)

The data controller in terms of Article 4(7) of GDPR is the German Environment Agency, represented by the President, Wörlitzer Platz 1, D-06844 Dessau-Roßlau, phone: +49 340 2103 2201 or [buergerservice@uba.de](mailto:buergerservice@uba.de).

You can reach our data protection officer, Mr Udo Langhoff, by email at [udo.langhoff@uba.de](mailto:udo.langhoff@uba.de) and by phone on +49 30 89w03 5141.

## 2 Scope of processing

## Data collection categories

In accordance with Articles 13 and 14 of GDPR, we collect and process personal data in the following categories for events organisation and participant management:

First name, surname, company, institution, position, phone number, email.

Due to organisational, contractual and / or legal requirements, further personal data (e.g. data on health status (e.g. food intolerances, physical restrictions), nationality or ID data) are requested.

yes

no

If yes, please list:

<sup>1</sup> REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation – GDPR)

If a web conferencing tool is used to hold a digital event, the following personal data may be subject to processing.

## **Registration on the event website:**

- ▶ User details: first name, surname, phone (optional), email, institution
- ▶ IP address and date and time of registration

### **Visit to/use of the event website:**

- ▶ Access data: e.g. an individualised link that participants can use to dial into the online event.
- ▶ Meeting metadata: topic, participant IP addresses, device/hardware information (e.g. date and time of access, browser type and version, operating system) if applicable.
- ▶ For recordings (optional): files of all video, audio and presentation recordings and online chat.
- ▶ Text data: you may have the opportunity to use chat, question or survey functions during the event. Your text entries will be processed for display purposes and, if necessary, recorded during the online event.
- ▶ Video and audio playback: data from the microphone and any video camera on the terminal device may be processed during the event to enable the display of video and playback of audio. You can turn off the camera or the microphone or mute the latter yourself at any time.
- ▶ Support/feedback data: information related to any troubleshooting or feedback.

## When dialling in by telephone:

- Specification of incoming and outgoing call numbers, country names, start and end times.

## Origin of the data collected

The data we have collected comes from a direct survey in accordance with Article 13 of GDPR (e.g. via a registration form)

yes no

The data we have collected was collected indirectly according to Article 14 of GDPR.

yes no

If yes, please list:

## **Purpose of processing**

In addition to its purely scientific work, the German Environment Agency has the task of maintaining contacts for scientific research and organising conferences, specialist events, online or hybrid workshops, etc. in accordance with Section 2 Article 2 of the Establishment Act. The German Environment Agency also organises events within the scope of the enforcement tasks assigned to it. In fulfilling these tasks, the German Environment Agency collects and processes personal data which is required among others for compiling lists of participants and for the organisation, registration, postprocessing and accounting of the event.

In addition, personal data is used to create name and table badges and in some cases, address data may be used for inviting participants to follow-up events.

Personal data is also processed when using conferencing tools. What this may include is listed under 'Categories of data collected'.

For the digital implementation of the event, the Federal Environment Agency uses:

the tool

The address of the provider is:

You can find the provider's exact privacy policy here:

## **Legal basis**

The organisation of events on environmental topics is one of the German Environment Agency's tasks that are in the public's interest. Personal data you enter on the registration form will be processed based on Article 6(1)(e) of GDPR in conjunction with Article 2(1)(2) of the UBA Establishment Act and, in individual cases, also in conjunction with subject-specific enforcement laws or Section 3 of BDSG.

Apart from that, we only collect personal data with your consent, which can be revoked at any time in the future (Article 6(1)(a) of GDPR), or if we are obliged by law to do so (Article 6(1)(c) of GDPR).

## **Right to protect one's own image/voice**

Within the scope of press and public relations work, which is part of the tasks assigned to us, photographs, video and voice recordings are made in which you may be recognisable.

As far as specific images of you are concerned, recording and dissemination will only take place with your consent in accordance with Article 6(1)(a) of GDPR.

If the recording is aimed purely at documenting the event, your image might also be seen as part of a group and in this case the legal basis is Article 6(1)(e) of GDPR in conjunction with the UBA Establishment Act, which we apply in accordance with case law under the established principles of Sections 22 and 23 of the Art Copyright Act.

The recordings may be published in various media, e.g. on our website ([www.uba.de](http://www.uba.de)), on our Facebook page, on Twitter or in the German Environment Agency's brochures and publications.

You can object to the recording and publication on the internet and other social media by contacting the data controller. Please use the contact details cited in 1 above for your objection.

## **Recipient categories**

The German Environment Agency transmits personal data to other German or state (Land) public bodies in individual cases while performing its public duties.

We may also forward the data to our contractors in terms of Article 28 of GDPR. The category of contractors organising events may be research and consulting institutes, scientific institutes or agencies etc.

In these cases, agreements on commissioned processing are established and technical and organisational measures are taken to ensure that external service providers also observe the data protection regulations, and whether a data transfer is actually necessary in this sense is always checked.

## **Storage period**

Your data will be used for the specific event and will only be retained for as long as it is required for the event's duration and postprocessing, one year maximum.

Participant data (list of participants and signatures) will be stored at the German Environment Agency for budgetary reasons for 10 years.

In addition, the data collected will be used for creating distribution lists relevant to the event insofar as you have agreed to its use for distribution lists. The data will be stored until revoked.

## **Recipients of data**

The data collected will be passed on to the above-mentioned web conference provider. The data will be deleted as soon as it is no longer required for the implementation and postprocessing of the event. It will be ensured that lists of participants are only viewed and managed by authorised.

## **3 Data subject rights**

The German Environment Agency is responsible for processing personal data both in the context of fulfilling public tasks and as a contractual party under civil law. Data subjects therefore have the following rights under the GDPR.

### **Right of access – Article 15 of GDPR**

The right of access gives the data subject comprehensive insight into the data concerning them and some other important criteria such as the purposes of processing or the duration of storage. Exceptions to this right as regulated in Section 34 of the Federal Data Protection Act (BDSG) apply.

### **Right to rectify – Article 16 of GDPR**

The right to rectify includes the option for the data subject to have inaccurate personal data concerning them amended.

### **Right of erasure – Article 17 of GDPR**

The right of erasure includes the option for the data subject to request data erasure from the controller. However, this is only possible if the personal data concerning them is no longer required, is being unlawfully processed or if consent in this regard has been revoked. Exceptions to this right regulated in Section 35 of BDSG apply.

### **Right to restrict processing – Article 18 of GDPR**

The right to restrict processing includes the option for the data subject to prevent further processing of personal data concerning them for the time being. A restriction occurs primarily during the review phase of other rights that the data subject has exercised.

### **Right of data portability – Article 20 of GDPR**

The right of data portability includes the option for the data subject to obtain personal data concerning them from the controller in a standard, machine-readable format in order to have it forwarded to another controller, if necessary. According to Article 20(3)(2) of GDPR, however, this right does not apply if the data processing serves the performance of public tasks. The only case is when this does not apply at the German Environment Agency if the processing of personal data is carried out for fiscal purposes.

### **Right to object – Article 21 of GDPR**

The right to object includes the option for data subjects to object to the further processing of their personal data in a specific situation insofar as this is justified by the performance of the public tasks or public and private interests. According to Section 36 of BDSG, the right does not apply if a public body is obliged by law to process the data.

## Right to revoke consent – Article 7(3) of GDPR

In addition, you have the right to revoke consent in terms of Article 6(1)(a) or Article 9(2)(a) of GDPR at any time without affecting the lawfulness of processing being carried out based on consent given before its revocation.

In accordance with Article 77 of GDPR, every data subject has the right to lodge a complaint with the competent data protection supervisory authority. The competent data protection supervisory authority for the German Environment Agency is the Federal Commissioner for Data Protection and Freedom of Information, Graurheindorfer Str. 153, D-53117 Bonn, phone: +49 228 9977 990, [poststelle@bmdi.bund.de](mailto:poststelle@bmdi.bund.de), [www.bmdi.de](http://www.bmdi.de).

## 4 Necessity of data processing

The processing of the personal data described here by the German Environment Agency is directly related to the organisation of events.

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### Editorial Information

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