

Information about data protection for webinar sessions in the context of the COPE project

We hereby inform you about the processing of your personal data in connection with registering for, conducting and following up the webinars (hereinafter: “web meetings”) using the Cisco Webex Meetings software (“Webex”), and simultaneous recordings. Personal data is any information relating to an identified or identifiable natural person (hereinafter: “data subject”).

1. Name and contact details of the controller responsible for data processing and contact details of the data protection officer

Robert Koch Institute (RKI)

Nordufer 20
13353 Berlin
Represented by its President

Contact email for the COPE project

- Ms. Steinberger: steinbergere@rki.de
- Dr. Hunger: Hungerl@rki.de

Data protection officer

Robert Koch Institute
Data Protection Officer
Nordufer 20
13353 Berlin
Email: datenschutz@rki.de

2. Scope of processing

Various types of personal data will be processed in the course of planning and organising (in particular sending invitations, managing participants), conducting (in particular technical provision and moderation), recording and following up on web meetings

- First and last name (title if applicable),
- Contact information (email address)
- Organisation
- Country or region

The scope of data processing in the context of the web meeting also depends on the information you provide when participating in a web meeting and the settings you make when using Webex. The following personal data is always processed in connection with web meetings and is necessary for conducting the web meeting:

- Participant details, in particular the display name/username you have chosen/user ID, email address, access data.
- When dialling in via telephone: incoming and outgoing call number, country name, start and end time.
- Further connection data may be stored if necessary, such as the IP address of the device.
- User-generated data such as chat content, oral contributions, or your video image: you may be able to use the chat in a web meeting, provided that the controller allows this in the web meeting

settings and if you choose to take part during the web meeting by using the relevant features. Using these features is of course completely voluntary.

- All web meetings will be recorded via Webex. All attendees will be informed verbally that the session will be video recorded before the recording is started. The Webex webinar settings ensure that participant's cameras and microphones are automatically turned off for the entirety of the webinar. The Q&A session will be managed through the chatbox.

3. Purposes and legal bases of the processing

The RKI will process the above-mentioned personal data in order to carry out the planning, organization, administration of registrations, invitations and implementation as well as follow-up of the event including public relations. The legal basis for the associated processing is Art. 6 para. 1 sentence 1 letter e GDPR in conjunction with Section 4 of the Infection Protection Act (IfSG) .

In all additional instances, we process your data solely based on your consent, in accordance with Art. 6 para. 1 sentence 1 letter a GDPR. For the purposes of recording and subsequent publication, the legal basis for the associated processing activities is also your consent under Art. 6(1)(a) GDPR. By participating in the web meetings, you acknowledge and agree that the webinar will be recorded.

4. Recipients of the data

Personal data processed in connection with participation in web meetings will in principle not be disclosed to third parties, unless it is specifically intended to be disclosed. The provider of the web meeting / streaming tool used and its subcontractors do receive the opportunity to become aware of the above-mentioned data, insofar as this data is required to conduct the web meetings. We currently work with the service provider Cisco Systems, Inc., 170 West Tasman Drive, San Jose, California 95134, US, which we use via Telekom Deutschland GmbH, Landgrabenweg 151, 53227 Bonn, Germany.

The recordings of the web meetings will be partly made available to a broader audience on the project's profile on LinkedIn, LinkedIn Ireland Unlimited Company, Wilton Place, Dublin, Ireland. We maintain our own profile on LinkedIn. For more detailed information on data protection related to LinkedIn, please click here: <https://linkedin.com/legal/privacy-policy>.

After the event, the communications team of the partner institute and lead of the COPE project – Nigeria Centre for Disease Control and Prevention (NCDC) – will choose clips of the recordings and disseminate those for scientific and promotion purposes on LinkedIn.

4. Data processing outside the European Union

The RKI uses Cisco Webex to conduct web meetings. "Cisco Webex" is a service provided by Cisco Systems, Inc. which is based in the US. Processing of personal data may also occur in a third country outside the EU or EEA. Cisco is certified under the EU-US Data Privacy Framework. This certification ensures an adequate level of data protection.

5. Storage period

Your personal data will be stored until the purpose of the data processing no longer applies or after the expiry of statutory or official retention obligations.

The video and audio data exchanged via the web meeting will be stored on the Webex service only temporarily to the extent necessary for streaming the data and will then be erased. Personal data resulting from emails or via chat during the web meeting will be erased immediately after the end of the web meeting.

6. Rights of data subjects

Under the GDPR, you have the following rights under the conditions set out in the law: right of access (Art. 15 GPDR), right to rectification (Art. 16 GDPR), right to erasure (Art. 17 GDPR), right to restriction of processing (Art. 18 GDPR), right to data portability (Art. 20 GDPR), right to withdraw your consent (Art. 7(3) GDPR), **right to object** (Art. 21 GDPR). In addition, you have the right to lodge a complaint with a supervisory authority (Art. 77 GDPR).

If you wish to exercise these rights, please contact the RKI using the above contact details.