

Future Classroom Lab Webinars

Privacy Notice

- 1. Introduction:** This webinar is organised by EUN Partnership aisbl (“the organiser”) as part of the webinar series offered by the Future Classroom Lab. This Privacy Notice sets out our obligations as well as your rights as a data subject under the under Regulation (EU) 2016/679 (GDPR). The organiser acts as the Data Controller for the processing of your personal data and is the first contact point for any queries regarding this Privacy Notice – contact details are provided below (see section 11).
- 2. Which Personal Data Is Collected and Processed:** We collect the following personal data from you in connection with your registration for the webinar: name, country, organisation, role in the organisation, email address.

The webinar will take place and be recorded via one of the following video streaming and recording platforms:

- StreamYard,
- Microsoft (MS) Teams.

If the webinar is hosted on StreamYard, any personal data (eg. name and/or username) you voluntarily share during the webinar with contributions in writing will be collected unless you do not share your personal data actively. If the webinar is hosted on MS Teams, your mics and cameras may be enabled, and your personal data, including your voice, and image data as well as any personally identifiable information you voluntarily share during the webinar with contributions in speech and/or writing may be collected unless you disable your mics and camera during the webinar and do not share your personal data actively. (e.g. by asking a question in the MS Teams chat).

- 3. Purpose of Data Processing:** The personal data that we obtain on registration for the webinar will be used for the management and organisation of the webinar including sending you information about the specific webinar and material related to it.

The personal data that we obtain on registration may also be used to prepare electronic participant lists to share with you further information about the specific webinar.

The recording of the webinar, which may contain your personal data you voluntarily share during the webinar will be published online for the purposes of informing the general public or the education sector about the specific topic the webinar addresses.

4. Legal Ground of Processing: Personal data processing operations for the purposes specified under section 3 is based on your consent according to Art. 6 of the GDPR to this Privacy Notice, which is recorded by replying “Yes” to the question “Would you like to be contacted for the webinar?” in the webinar registration form.

5. Who Has Access to your Personal Data and to Whom Is It Disclosed? Access to your personal data collected on the webinar registration and during the webinar, if you share any personal data, is strictly limited to EUN authorised staff involved in the organisation of the webinar. The third-party data processors specified under section 8 also have access to your personal data according to the “need to know” principle. We will not share your personal data with any third party not specified in this Notice.

The recording of the webinar itself will be publicly available on the organiser’s social media accounts as well as the FCL website. Anonymous statistics about the type of participants and the regional representation (e.g. country, position/level, organisation) as shared through the registration form, may be shared after the webinar with organisations or individuals with whom the organiser is collaborating for the webinar.

6. Data Retention: The organiser only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing or, when we asked for your consent, up until such time when you withdraw your consent. Your personal data collected on registration to the webinar will be retained for a period of 5 years for the purpose of sharing with you further information in relation to the future related events.

Your image and sound data (i.e. the audio/video recordings of the webinar during which the camera and mic functionalities are enabled) will only be used in information/publicity materials produced within 3 years of the recording having been made and will not be kept for a period longer than 3 years after the webinar.

Your personal data will not be kept longer than the retention period specified herein, except for anonymised data (e.g. country, position/level, organisation) retained for reporting purposes.

7. Data Security: Personal data processed on webinar registration and during the webinar, if any, is stored in the secure servers of the organiser. In addition, certain personal datasets are hosted on the MS (Azure) cloud through cloud based solutions (e.g. MS OneDrive, MS SharePoint) as part of the MS Office365 subscription setup of the organiser. The organiser has put in place appropriate technical and security measures to protect the premises, systems, applications, and databases where your personal data is stored against accidental lost, alteration, disclosure or use or access in an unauthorised way. The organiser processes only the personal data required for achieving the purposes communicated to you.

8. Third party tool: To organise the webinar we use one of the following third-party providers and the personal data processing that occurs for purposes of the webinar organisation may be subject to their own terms and conditions:

- StreamYard - [Privacy Policy | StreamYard](#)

-Microsoft Teams – <https://privacy.microsoft.com/en-gb/privacystatement>

To store certain personal datasets and to manage the registration for the webinar, we use MS Office365 applications such as MS SharePoint, MS OneDrive and MS Forms. Please refer to the Privacy Policy (<https://privacy.microsoft.com/en-gb/privacystatement>) of the said service provider for more information on their data processing procedures.

9. International Data Transfers: Your personal data may be transferred to and stored at a destination outside the European Union (“EU”)/European Economic Area (“EEA”) in which our third-party service providers specified in this Privacy Notice is located or has servers. Please refer to the privacy policies of the listed service providers for details on possible international data transfers and their related safeguards. In addition, your personal data may be accessible to parties outside the EU/EEA via the organiser’s social media accounts as well as the FCL website where the webinar will be broadcasted. An exception might also be where you are located outside the EU/EEA and we need to follow-up with you regarding your inquiry.

10. Data Subjects’ Rights: You as the data subject have the right to contact us to request copies of your personal data, access your personal data, have your personal data corrected or deleted or to object to the processing or have it restricted. We will notify you as soon as reasonably possible and at the latest thirty (30) days after having received the request. Please note that whenever you wish to exercise a right, we may ask you to provide proof of identity.

In line with information provided in this Privacy Notice, you have consented to provide your personal data for a number of specific processing operations. Whenever we process your personal data based on your consent, you have the right to withdraw your consent at any time by contacting us at the contact information provided at section The withdrawal of your consent will not affect the lawfulness of the processing carried out before you have withdrawn the consent. Similarly, withdrawing your consent to the use of your photos and/or video recordings will not affect the photos and/or videos included in materials that have already been published.

11. Contact Information: If you have any questions about the webinar, you may contact us at:

Via e-mail: marc.durando@eun.org

Marc Durando

EUN Partnership aisbl

Rue de Trèves 61

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Via Telephone: +32 2 790 75 75

If you have any questions about this Privacy Notice or wish to exercise any of your rights under the GDPR you may contact the Data Controller at:

Via e-mail: privacy@eun.org

By Mail:

Data Controller

EUN Partnership AISBL

Rue de Trèves 61

B-1040 Brussels

12. Making an Official Complaint: If you wish to make a complaint about how your personal data has been processed under this Privacy Notice, you may contact the Data Protection Authorities where you are resident or the Belgian Data Protection Authority at the following address:

Belgian Data Protection Authority

35 rue de la Presse

B-1000 Brussels

Telephone: 32(2)274.48.00

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