



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

23 April 2024
EMA/177150/2024

European Medicines Agency's Privacy Statement

For the audiovisual tool for checking presence in meeting rooms

This Privacy Statement explains the essential details of the European Medicines Agency's (from now on "EMA" or "Agency") processing of personal data in the context of the audiovisual tool for checking presence in meeting rooms.

1. Who is responsible for your data?

1.1. Who is the data controller?

The European Medicines Agency ("EMA") is ultimately responsible to comply with your data protection rights and freedoms. In this capacity, the Head of the Administration and Corporate Management Division of EMA is appointed as a 'Data Controller' to ensure the lawful conduct of this processing operation. The contact details of the Data Controller are the following:

DataController.Administration@ema.europa.eu

1.2. Who is the data processor?

Not applicable

2. Purpose of this data processing

This data processing activity aims to certify the presence of delegates in the meeting room so that EMA's Meetings Support Service and Financial Support Service can proceed with reimbursing expenses related to their participation at meetings. During the external meetings, presence is certified by going physically to the meeting rooms and ticking the official list of participants once the delegate has been identified. The Meetings Support Service team has extended the face-to-face identification process with the audiovisual tool to confirm the participation of delegates at meetings. This process has reduced disturbance during the meetings and provided more accuracy and efficiency as regards the use of the resources within the MSS team.

Official address Domenico Scarlattilaan 6 • 1083 HS Amsterdam • The Netherlands

Address for visits and deliveries Refer to www.ema.europa.eu/how-to-find-us

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

An agency of the European Union



2.1. Personal Data concerned

EMA staff members (including interim and trainee staff), contractors, delegates, and visitors who enter the meeting rooms.

2.2. Legal Basis

The processing of data within the Agency's Audiovisual system is necessary for the management and functioning of the Agency. These activities ensure the Agency's task is performed in the public interest as mandated by Regulation (EC) No 726/2004. Accordingly, the lawfulness of this data processing is based on Article 5(1)(a) of Regulation (EU) 2018/1725 regarding Recital 22 of that Regulation.

3. How long do we keep your data?

The Meetings Support Service will not store images, only the presence or absence of the delegates, in their working files for eight years.

4. Who can access your information, and to whom is it disclosed?

EMA's Meetings Support Services team can access the live viewing to mark the presence of external delegates during meetings organised in EMA's meeting rooms.

5. Your data protection rights

As a data subject (i.e. the individual whose personal data is processed), you have several rights:

- **Right to be informed** – This Privacy Statement provides information on how EMA collects and uses your personal data. Individuals are given **specific individual notice** if they are identified on camera, and their identity is noted in any files/records, the video recording is used against the individual, kept beyond the regular retention period, transferred outside the security office, or the identity of the individual is disclosed to anyone outside the security office.
- **Right to access** – You can access your personal data. You have the right to request and obtain a copy of the personal data processed by EMA.
- **Right to rectification** – You have the right to obtain - without undue delay - the rectification or completion of your personal if it is incorrect or incomplete.
- **Right to erasure**—You have the right to require EMA to delete or stop processing your data, for example, where the data is no longer necessary for processing. In some instances, your data may be kept to the extent necessary, for example, to comply with an agency's legal obligation or if it is necessary for reasons of public interest in public health.
- **Right to restrict processing**—In a few codified cases, you have the right to obtain the restriction of processing, meaning that your data will only be stored but not actively processed for a limited period. For more information about this right and its limitations, see the EMA General Privacy Statement, hosted at www.ema.europa.eu/en/about-us/legal/privacy-statement.
- **Right to object** – You have the right to object at any time to this processing on grounds related to your situation. If you do so, EMA may only continue processing your personal

data if it demonstrates overriding legitimate grounds to do so or if this is necessary for establishing, exercising, or defending legal claims.

The data subject's rights can be exercised per the provisions of Regulation (EU) 2018/1725. For anything not explicitly provided for in this privacy notice, please refer to the contents of the general EMA Privacy Statement: www.ema.europa.eu/en/about-us/legal/privacy-statement.

In exceptional cases, the rights of data subjects may be temporarily restricted in accordance with the procedure established by the Decision of the Management Board of the European Medicines Agency of 12 June 2019 on internal rules concerning restrictions of certain rights of data subjects in relation to the processing of personal data in the framework of the Agency's functioning.¹

6. Recourse

If you have any questions regarding the processing of your personal data, or if you think that the processing is unlawful or not in compliance with this Privacy Statement or the general EMA Privacy Statement, please contact the **Data Controller** at DataController.Administration@ema.europa.eu or the **EMA Data Protection Officer** at dataprotection@ema.europa.eu.

You also have the right to complain to the **European Data Protection Supervisor (EDPS)** at any time at the following address:

- Email: edps@edps.europa.eu
- Website: www.edps.europa.eu
- Further contact information: www.edps.europa.eu/about-edps/contact_en

¹ https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2019.209.01.0019.01.ENG&toc=OJ:L:2019:209:TOC