



European Committee
of the Regions

Record of processing activity – Working document

Webstreaming

PART 1 - Record

1. General Information

Reference number	RD3-4
Last update	14/10/2024
Controller	European Committee of the Regions
Directorate	Directorate D
Unit	D.3 Digital communication and IT strategy
Contact details	Directorate D- Unit D3 : Corwebstreaming@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	Available internally
DPO contact details	data.protection@cor.europa.eu
Processor(s)	Streamovations company acts as a processor on the behalf of the controller (email: info@streamovations.be).
Data processing agreement	Available internally

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	<p>The delegated controller and the processor collect and process the personal information to provide the web-streaming of an event, as well as to deliver live images and sound on the web (internet or intranet) to a designated public.</p> <p>At the request of the organising CoR department, live web-streaming of the speakers, organisers and participants will be carried out and published in the context of the event on the specific website or place indicated in the specific data protection notice (DPN) linked to the event. The audience or non-speaker participants may appear in the web-streaming of the whole event.</p> <p>In this context the processor (Streamovations) is responsible for the processing of the data (info@streamovations.be) when the data subject submits a request to download specific parts of a video-on-demand. For this functionality, you click on "download this video", fill in your email address and receive in return the relevant link for the download.</p>
Categories of persons whose personal data are processed	<ul style="list-style-type: none">- Participants of the meeting/event- Meeting/Event Organiser

	<p>- Interpreters</p>
<p>Categories of personal data processed</p>	<ul style="list-style-type: none"> - Participants of the meeting/event: The web-streaming processes the voice and image of participants of the meeting/event, as well as possibly the name, organisation and role or function identifying the participants/speakers. - Meeting/Event Organiser: person who introduces the web-streaming request in the ticketing system, which is the entry point of the creation of a web-streaming request. - Interpreters: voice and interpretation performance/service during the meeting/event and possible image. - If a request to download specific parts of a video-on-demand after web-streaming was made, the requesting email address is processed.
<p>Recipients of the personal data</p>	<p>It is the responsibility of the Meeting/Event Organiser of CoR to inform participants in the specific Data Protection Notice (DPN) of the event about the type of access that it has selected to apply on the web-streaming (possibly on Internet or only available to staff in the CoR and/or EESC using a password). The Meeting/Event Organiser should also inform participants (in the DPN) if there is further processing of the personal data (e.g.: processing the streaming or video-on-demand through other platforms including other European institutions' web-players and social media).</p> <p>Access to the personal email, in the case a request to download specific parts of a video-on-demand is made, is provided to the CoR's staff responsible for carrying out this processing operation and to authorised staff of the processor according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.</p>
<p>Transfers of personal data to a third country or an international organization</p>	<p>Personal data will not be transferred to a non-EU country or international organisation.</p> <p>The recording of the web-streamed event is available on the web-streaming e.g. portal or on the website of the CoR, Streamovation's platform and can be embedded on other websites. The recording can be directly downloaded by citizens or organisations.</p> <p>In case, such recording should be reposted on other (social media) platforms, the administrator of the social media account or the website and/or the individual posting the recording becomes responsible and therefore the controller of the personal data.</p>
<p>Retention period of the personal data</p>	<p>Videos are stored as video-on-demand according to the duration defined by the Meeting/Event organiser in the specific Data Protection Notice (DPN) of the meeting or event, for a maximum of five years.</p> <p>When a request is submitted to download specific parts of a video-on-demand, the email address used by the Processor is kept for a maximum of one year.</p>

General description of security measures, where possible	<ul style="list-style-type: none">- Access to emails provided for the service is restricted to the processor's system administrators and communicated to the CoR by secure email to a predefined contact point. Data is treated in accordance with the internal confidentiality policy.- Servers where data is stored are located in the EU (Saint-Ghislaine, Belgium).- The impact of potential leak of personal identification information (PII) is limited as the email addresses are not linked to any other personal identification information.- Statistics are gathered unonymized for connection IPs and geopositioning. No other personal data are gathered via other means from the platform (e.g no cookies)
Data protection notice	https://cor.europa.eu/sites/default/files/2024-07/dpn-webstreaming-rd3-4.pdf