

Internal Process for Recordings of Online Sessions

The European Institute of Public Administration (EIPA) is a non-profit organization, supported by the national administrations of the Member States of the European Union (EU) and the European Commission. Based on its objectives, as laid down in its statutes, to 'provide civil servants and other interested parties with training courses of a European character relating to public administration in the European Union and the collection and development of knowledge regarding public administration in the European Union or in relation to it', EIPA has the legitimate interest in maintaining the continuity of these activities remotely.

In this sense, EIPA will record its online European-level online sessions ensuring the quality and continuity of public administration knowledge development.¹

1. Recording ICT Tools

EIPA records its online sessions by utilizing the following external cloud providers and IT tools:

- **OPTION A:** the platforms cloud-based offering WebEx or Zoom (hereinafter the "Platform") - in cases of reoccurring webinar segments.
- **OPTION B:** the platforms cloud-based offering WebEx or Zoom **plus an internal backup recording - OBS studio*** – in cases when there is only one chance to record or if other platforms than Zoom/WebEx are used to reach the participants (e.g. Streams).

** When using OBS studio, please make sure that ICT team is informed 2 weeks in advance as per 2.4 below.*

¹ e.g. to enable the session to be revisited; for speakers to reflect on the online training session and plan future training sessions accordingly...

In both scenarios, **OPTION A AND OPTION B the recording will be limited to shared presentation and speaker (this option needs to be pre-set in the system BEFORE recording). No participant will be recorded, as the participants image and voice can be hidden/muted during such recording. Q&A sessions will not be recorded.**

2. Pre-Session Checklist for Programme Organisers (POs)

Please bear in mind that at any time, as per the data protection legislation, even when using external ICT providers, EIPA is accountable for the collection and processing of the data during the online sessions. In this sense, please follow the below steps carefully when recording of EIPA online sessions:

2.1 make sure that the **speakers** have consented to the video and audio recording, namely that the document included [in Appendix 1 below](#) has been:

1. **shared with the speakers by e-mail** and
2. **that the speakers replied** to the e-mail **indicating explicitly** that
 - a. **they have read and understood** the email
 - b. **and agree with the collection of their data**

as described in the document;

2.2 the **attendees**, had been informed **prior to recording**:

1. **that the meeting will be recorded**
2. **that they are not allowed to use any tools to record** the event themselves;

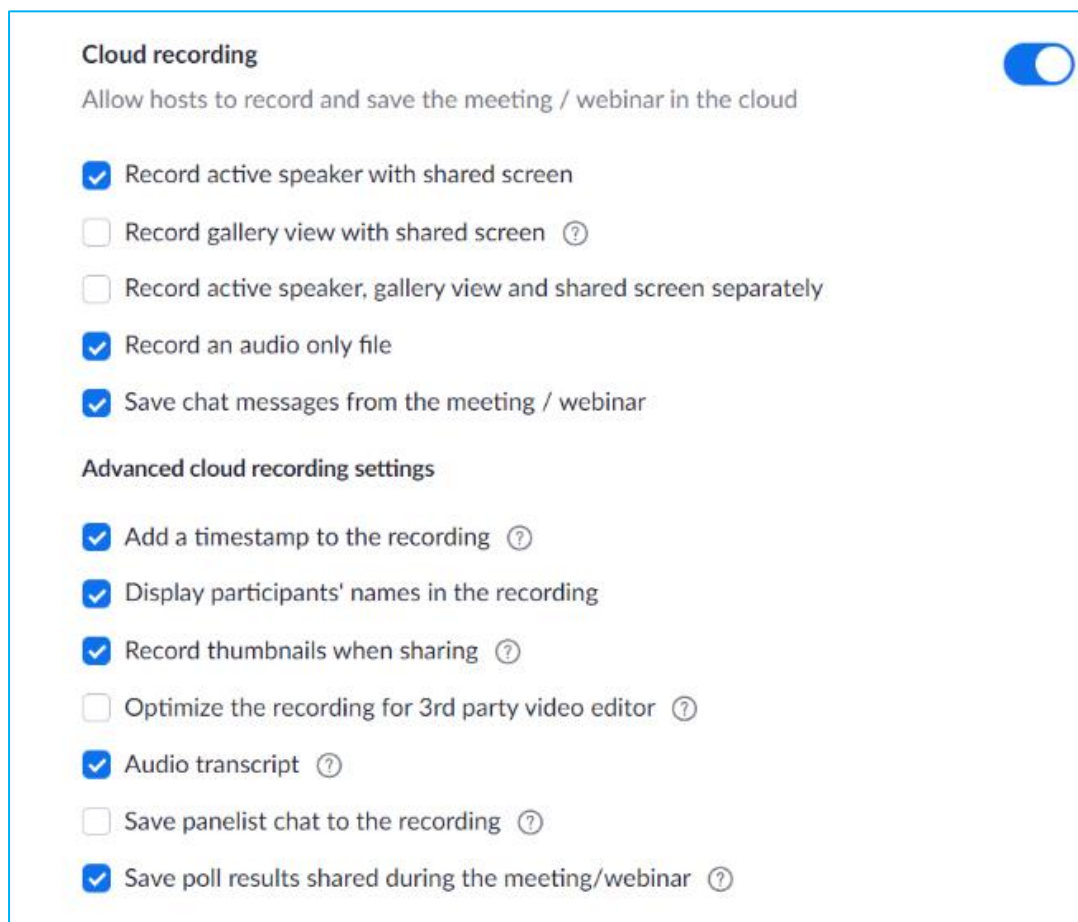
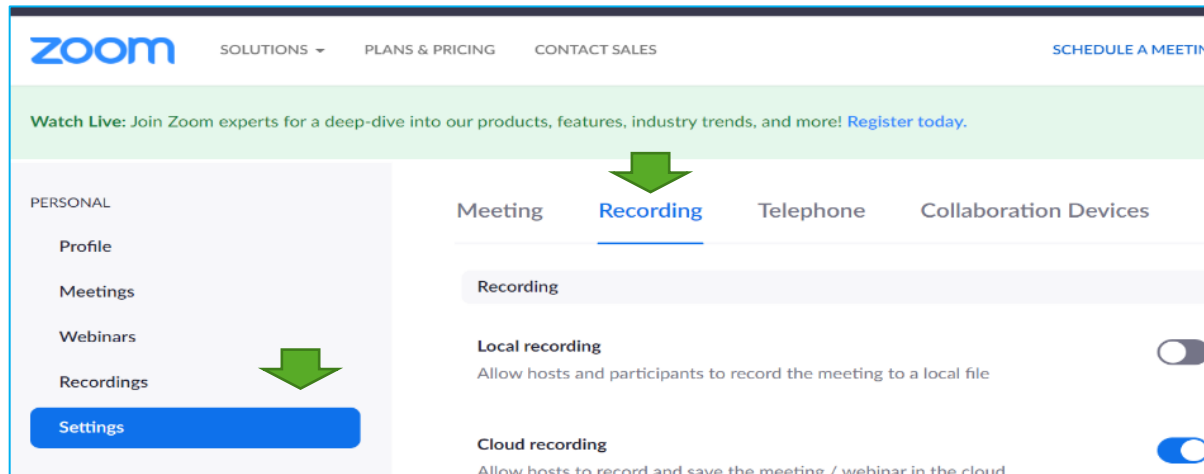
This notice needs to be included:

- In the EIPA's registration platform (by the Marketing and Comm department)
- As a reminder, in the confirmation email sent to accepted participants (by POs)

2.3 doublecheck that your Platforms account settings are set **to only record presentation and speaker, as per below**:

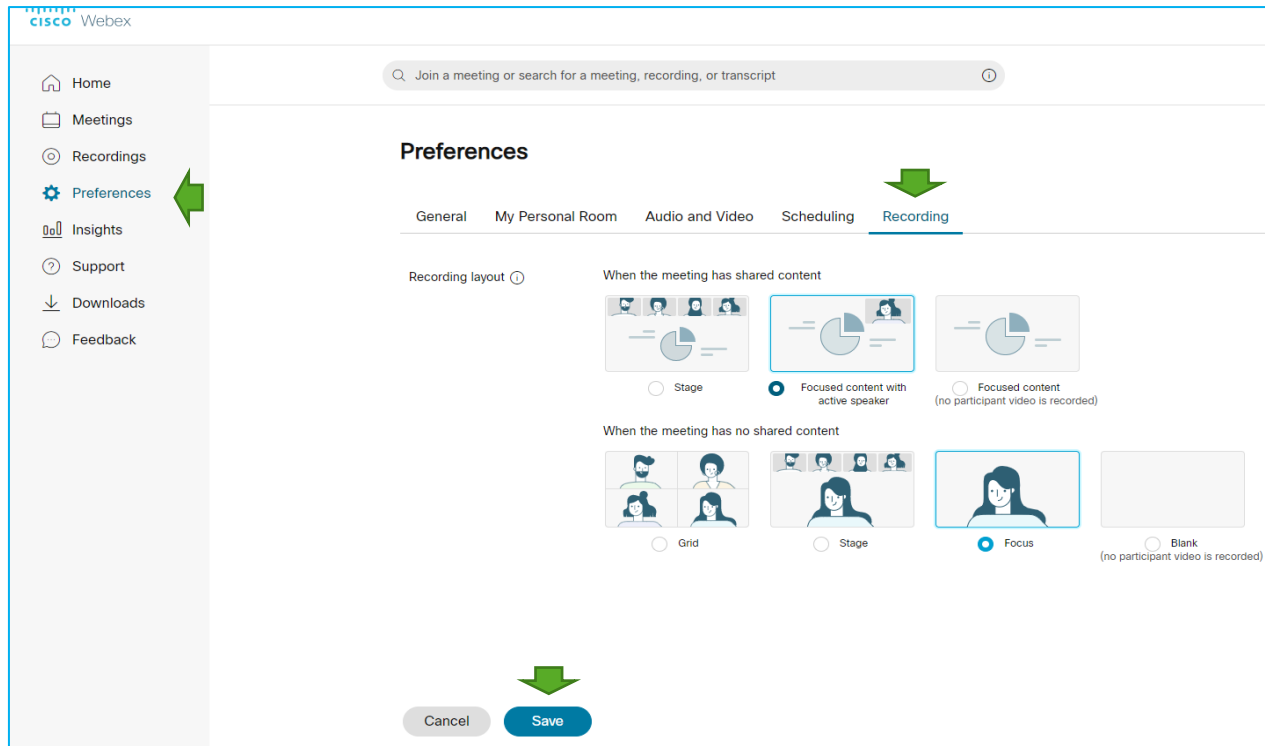
• ZOOM

Log in with the account in question at www.zoom.us and click the following:



- **WebEx Meetings**

Log in with the account in question at www.webex.us and click according to the green arrows and double check if the following settings are still active:



3. Pre-Recording Checklist for Marketing & Communication

Please make sure to embed the following privacy notice when publishing an online session on the EIPA's registration platform/website:

"Please note that the online course as of [...] (the "Online Session") will be audio and video recorded. The recording feature of the platform used by EIPA will be set to record only the shared presentation and speaker. The specific designated questions and answer sessions, if any, will not be recorded and you will be aware of the start and end of the recording due to the display of a red circle. When attending the Course, even with the additional technical and organisational measures EIPA puts in place, you agree that collection and or processing of your personal data may occur during the attendance of the Online Session (e.g. unmuted microphone, questions asked outside of the designated questions and answered sessions). If you do not agree with your personal data being collected during the Online Sessions, please mute your microphone during the recording and turn OFF your webcam so that your image and voice are not recorded. We encourage the use of your first name and the initial of your surname. Once the online course will be recorded, publication of the recordings might be released on a publicly available website (including but not limited to EIPA website or any of the social media of EIPA, e.g. LinkedIn, Twitter, Youtube) or on an access restricted site/platform (e.g. Moodle e-learning where you as a participant will be able to access it). Please be aware that in order to protect your personal data, but also to have an interactive course where participants can ask questions and better interact with their peers and experts, before publication of the audio and video recorded, we will edit the recording so that none of your personal data (name, image, voice, etc. if collected during the Online Session) will show on the final edited published recording. If the recording will include your personal data, EIPA will delete the original recording of the Online Session as soon as the editing process will be finalized and will only keep the edited version of the Online Session for collection and development of knowledge regarding public administration in the European Union or in relation to it and promotional purposes.

4. Recording of the online session (for hosts)

4.1 To record the session: Press the recording and **select the "Cloud recording" option**. To end the recording, press the button again after the recorded segment has concluded. The recording can be resumed with the same process, if later segments have to be recorded as well.

For your information - the Platform will display a red circle and some even play an audio prompt to all participant indicating that the meeting is being recorded.

4.2 After the session has concluded: **Inform ICT that a cloud recording has been completed.**

ICT will check the quality and ensure that the video-file is stored correctly in EIPAs company cloud. **They will send you a link to the final video**, to be uploaded either to Moodle or to the EIPA YouTube channel.

The link to the final video cannot be shared with externals per se. Only the links to Moodle and / or YouTube can be shared.

5. After-Session Checklist (for ICT team)

ICT will check immediately after the online session whether the recording conducted via the Platforms has the necessary video and sound quality to be used for the purposes indicated above.

If the quality of the recording via the Platform is sufficient, the ICT team will:

- a) delete the OBS studio recording
- b) **edit the Zoom/WebEx cloud recording** so that final edited recording incorporates no name, image, voice or any personal data of the online session's attendees except for the speakers
- c) upload the final edited version into **EIPA`s internal Cloud**
- d) delete the original Zoom/WebEx cloud recording

If the quality of the recording via the Platform is insufficient, the ICT team will:

- a) use the OBS studio recording
- b) delete Zoom/WebEx cloud recordings
- c) **edit the OBS recording** so that final edited recording incorporates no name, image, voice or any personal data of the online session's attendees except for the speakers
- d) upload the final edited version into **EIPAs internal Cloud**.
- e) delete the original OBS studio recording

Appendix 1

Consent for Video/Audio Recording and Taking Photographs

I hereby give my consent to the European Institute of Public Administration (hereafter "EIPA"), to use my name, my image and/or my voice in videos and photographs recorded/taken during the online event [*name of the event...*] as of [*...date of the event*] and/or to use quotes or excerpts from those recordings in part or in whole, in its publications, newsletters, advertising, any other communications or media activities (including but not limited to its website, e-learning platforms and any social media channels like Twitter, Youtube, LinkedIn).

I hereby understand that:

- A. the recording shall be conducted through the online platform [WebEx/Zoom] ("Provider") which will have access to my personal data as per their Privacy Statement/Privacy Notice: [WebEx](#) / [Zoom](#). EIPA implements a set of privacy measures and has concluded an agreement with the Provider to safeguard my privacy.
- B. my personal data detailed here will be archived on EIPA website, both publicly available and access restricted websites, but also on its social media channel.
- C. EIPA retains my personal data as consented herein no longer than is necessary as per the communication purposes with regard to the event described herein.
- D. I have the right:
 - To access my personal data that EIPA processes;
 - To rectify inaccuracies in the personal data that EIPA holds about me;
 - To be forgotten, namely to request for my data to be removed from systems that EIPA uses to process my personal data
 - To restrict the processing of my personal data in certain ways
 - To obtain a copy of my personal data in a commonly used electronic form
 - To object to certain processing of my personal data by EIPA.

And that I can exercise any of the above rights by submitting a request to: c.diemel@eipa.eu

Additional information on the collection of data by EIPA are included in EIPA Privacy Notice, which has been previously shared with you.

I agree not to hold EIPA responsible for any possible change of framing, colour, image or density during the recording process.