



EMA/177151/2024

Record of data processing activity (public)

Name and reference number of processing operation: Audiovisual tool for checking presence in meeting rooms

1.	Last update of this record, version number:	23 April 2024 Version 1
2.	Reference number:	A 65
3.	Name and contact details of controller:	European Medicines Agency Internally: Head of the Administration and Corporate Management Division Contact: DataController.Administration@ema.europa.eu
4.	Name and contact details of DPO:	dataprotection@ema.europa.eu
5.	Name and contact details of joint controller (where applicable)	Not applicable
6.	Name and contact details of processor (where applicable)	Not applicable
7.	Purpose of the processing	This data processing activity aims to certify the presence of delegates in the meeting room so that they can reimburse expenses related to their participation in 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.
8.	Description of categories of persons whose data EMA processes and list of data categories	EMA staff members (including interim and trainee staff), contractors, delegates and visitors who enter the meeting rooms.
9.	Time limit for keeping the data	EMA's Meetings Support Service will not store images, only the names of the identified delegates, in their working files for eight years.
10.	Recipients of the data	The data collected will be processed internally by staff within the EMA Meetings Support Services team and Financial Support Service, who can access the live viewing to mark the presence of external delegates during the meeting organised in EMA meeting rooms.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	N/A
12.	General description of security measures, where possible.	The Agency has appropriate technical and organisational measures, including organisational policies, to safeguard the security of personal data captured by the audiovisual system and to ensure the confidentiality, integrity and availability of the relevant systems, services and the personal data processed within them.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<p>Details concerning the processing of your personal data are available on the Agency's website at:</p> <p>https://www.ema.europa.eu/en/about-us/legal/general-privacy-statement</p> <p>Here, you may also find the privacy statement on this specific processing activity.</p>