How to Datenschutz: Meetings & Events

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PREPARATION OF MEETINGS AND EVENTS

Dealing with personal data is inevitable in the organization of meetings and events. This is regardless of whether it is about an internal, regular meeting with known participants or a meeting with external participants. It is always imperative to ensure that such meetings/events are organized in compliance with data protection regulations.

PERSONAL DATA

Personal data is any information relating to an identified or identifiable natural person.

Identified: the person can be unambiguously identified with the available data, e.g. name and address, photo with recognisable face

Identifiable: the person can be identified by reference to an identifier such as a name, an identification number, location data, an online identifier or one or more factors specific to the identity of that natural person. In determining whether a natural person is identifiable, account should be taken of all objective factors, such as the cost [...] and [...] time involved, taking into account the technology available at the time of the processing and technological developments.

1. SCHEDULING THE DATE

- If you want to use an online calendar, you must rely on the calendar service of the Deutsches Forschungsnetzwerk DFN, which is called "DFN- Terminplaner". Use of the calendar service is free of charge and complies with the applicable data protection regulations. Link: https://terminplaner6.dfn.de/
- Since the MPG maintains no contractual relationship with Doodle AG, please refrain from using Doodle in professional contexts. The DFN-Terminplaner is the best alternative to Doodle available.
- With regard to any other calendar provider, you always need to check if the required contracts (e.g. for commissioned processing) are available.

2. INVITATION TO THE MEETING

- When using a mailing list, it is essential to ensure that the invitations (ncl. documents) reach the correct addressees only. It is recommended to double check to whom the email is being sent.
- All the address fields of your email client, "To" (to), "Cc" (carbon copy) and "Bcc" (blind carbon copy), may be used for several people at the same time when sending emails. As the participants to a meeting either already know each other or will get to know each other in the future, they are also allowed to learn the content of the correspondence leading up to the meeting.
- End-to-end encryption must be used in email correspondence when collecting and processing bank details, credit card data and other sensitive participant data.
- If meetings are to be recorded, please note the additional notes under " How to Data Protection: Video conferencing & online events".

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3. REGISTRATION

- **Conference registration with necessary data**

The relevant question to ask is: what data processing is necessary to participate in, conduct and complete the conference? These fields are so-called mandatory fields that are necessary for the registration process. If these fields are not filled in, the registration cannot be completed: e.g. name, first name, address, email, institution.

Legal basis:

The processing is necessary for the performance of a contract to which the data subject is a party or for the implementation of pre-contractual measures taken at the request of the data subject (Art. 6(1)(b) DS-GVO). This means that no extra consent is required under these conditions (only necessary mandatory fields), as there is a legal basis already in place.

Data protection information:

Regardless of the legal basis, a data protection information must be made available (e.g. via link), adapted to the relevant event and clearly listed in the registration form.

A general template for this can be found on the Data Protection Officer's intranet site.

Important: To customise the template, please contact your local data protection coordinator.

If only the required data is collected, a box to click before submitting the registration may be included: "I take note of the privacy policy."

- **Conference registration with additional data**

Consent is required if additional voluntary information is requested that is not absolutely necessary for organisation.

Legal basis:

If the consent of the data subject is obtained for processing operations of personal data, Art. 6 (1) lit. a DS-GVO serves as the legal basis.

Consent must be given voluntarily, for a specific case, after sufficient information to the data subject and in an unambiguous manner. For consent to be voluntary, the data subject must have a real choice. In addition, consent must be linked to one or more specific purposes, which are then sufficiently explained. If consent is to legitimise the processing of special personal data (a definition of this category can be found in Article 9 of the GDPR), it must explicitly address them. In all cases, the data subject must be informed about the possibility to withdraw consent. The revocation must be just as easy as the declaration of consent itself. Consent must be actively given through a clearly confirming act (opt-in) and must be verifiably available.

Data protection information:

In the course of giving consent, the data subjects must be informed about the collection, use and processing of the personal data. This is done via a data protection notice (data protection information - see above).

Important: For templates and samples on this, please contact your local data protection coordinator.

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4. CONFERENCE PROGRAMME

- The name, position and summary (abstract) of the speakers are part of the "contract" for participation in the conference/workshop. This means that no additional consent is needed for the publication of the conference programme among the participants. However, consent is needed for the additional inclusion of a photo or further details about the career.
- The same applies here to the wider publication of the programme beyond the circle of participants.

5. LIST OF PARTICIPANTS

- FNo consent is required for use by the organiser; if the list is to be sent to all participants, consent (including data protection information) is required (corresponding to the presence event). This consent can be requested during registration. When obtaining consent, it must be made clear whether the website is generally accessible or only for participants.
- Business cards, which would typically be exchanged during meetings or contract negotiations, are to be understood as a friendly act and a pleasant custom and are admissible under data protection law. The acceptance of business cards out of a business partner's hand also does not constitute an independent collection of the data noted therein, so that there is no obligation to fulfil any information obligations

8. PUBLICATION OF PRESENTATION SLIDES, POSTERS

If something is to be made public afterwards, e.g. slides, recordings, etc., consent must be obtained. This also includes the corresponding information obligation (see above).

9. FURTHER TIPS

- Internal notes on participants that may result from a meeting are permissible, but must be protected carefully against unauthorized access.
- If you are using your own computer for a presentation, it is recommended that you deactivate desktop notifications for new emails, calendar events and task reminders. Outlook pop-up messages allow all attendants to view the notification of the incoming email with the sender's name, subject and the first two lines of the message.
- The meeting room should be carefully tidied up after use in accordance with data protection regulations:
  - Have you removed all documents containing personal or confidential contents? Make sure that no such documents have ended up in the bin.
  - Have you removed all mobile IT systems (e.g. laptops, smartphones, tablets) and data carriers (e.g. USB sticks, CDs, external hard drives), especially where these are unprotected?
  - Have you removed all printouts/documents from the printer/photocopier/fax machine?