

Data protection recommendation:

Dealing with video recording, transcript, evaluation of online meetings

Within the LUNEX online conference systems such as Teams, Zoom or Webex are used in daily work. There are new technical possibilities for recording and evaluating meetings, for example by automatically creating transcripts, summarizing results/tasks, etc.

In order to protect the data protection and personal rights of the participating persons, the following instructions must be observed:

- Recording generally requires the consent of the participants.
 - In order to obtain this consent in a verifiable manner, it is the responsibility of the moderator of the meeting to obtain consent before the recording begins. If a participant objects to the recording, the objection must be taken into account. In this context, a solution must be found for the meeting that takes into account the personal rights of the objecting person, such as refraining from recording, etc.
- In addition, the moderator must briefly explain the purpose of the recording. A general purpose (e.g.: "*In case you need it at some point*") is not specific enough from a data protection perspective and does not constitute an effective, clearly defined processing purpose.
- Observance of revocation / rights of data subjects: Under data protection legislation, a person has the right to revoke consent to recording and storage at any time without giving reasons and to request deletion.
- Storage: It must be ensured that personal data (such as video recordings) is stored in a secure location appropriate to the criticality.
- Deletion: In addition, the data must be deleted once the intended purpose no longer applies. The moderator who starts the recording must ensure that these requirements are met.

Every employee/participant can also contact the moderator and other persons of trust (supervisors; works council; data protection) at any time afterwards (in a confidential setting) if there are any questions, concerns or requests for revocation/deletion.

If you have any questions, please contact the data protection officer: dpo@lunex.lu