

Recording of online meetings at ScanMed RFC

These short guidelines are based on the provisions of the General Data Protection Regulation (GDPR).

As the spoken word of individuals is considered personal data, appropriate measures should be taken by ScanMed RFC to guarantee compliance with the GDPR.

A. If you represent ScanMed RFC at the meeting...

If you plan to record your online meeting, please follow these steps:

1. send the link to the ScanMed RFC Teleconferences webpage together with the meeting's invitation, agenda, and other materials;
2. announce the recording and its purpose as part of the welcome greeting and ask for participants' consent;
3. start the recording function;
4. after the end of the meeting, duly note participants' approval in the minutes of the meeting.

B. If you are a participant in a ScanMed RFC online meeting...

Can ScanMed RFC make a recording of meetings held online? What is recorded?

Yes, ScanMed RFC can do that subject to the participants' preliminary given consent. Please note that only audio will be captured, and no video will be recorded. Therefore, please switch off your video function for the whole length of the online meeting. If participants share content during the conference (e.g., PowerPoint Slides), it also gets recorded.

Will ScanMed RFC ask for the participants' consent beforehand?

Yes, the ScanMed RFC meeting moderator shall explicitly ask for all participants' agreement to record the meeting right before its start, and accordingly, give them the possibility to opt-out.

What if somebody disagrees?

In this case, the meeting will not be recorded.

What is the purpose of the meeting recording?

ScanMed RFC will record the meeting solely to take coherent minutes of the meeting.

What tool is being used?

Depending on the format of the meeting, one of the tools noted below is being used. Please have a close look at the invitation for the meeting. It will ensure that you are familiar with which tool is being used

- Microsoft Teams
- Skype for Business
- Zoom
- Cisco Webex

Where is the meeting file saved?

When Microsoft Teams is being used, the file of the meeting will be saved onto Microsoft Stream. When Skype for Business is being used, the file of the meeting is saved locally on the organizer's computer. When Zoom is being used, the file of the meeting is uploaded to Zoom Cloud. When Cisco Webex is being used, the file of the meeting is saved locally on the organizer's computer.

Will a third party receive the meeting file?

The file of the meeting is not sent to a third party when Skype for Business or Cisco Webex is used. When Microsoft Teams is used, the file of the meeting is stored on Microsoft Stream – please read through the **official information from Microsoft**. All data gathered using Microsoft Services at ScanMed RFC is stored within the European Union.

When Zoom is used, the file of the meeting is stored on Zoom Cloud – please read through the **official information from Zoom**.

Can the participants access the meeting file afterward?

Yes, they can do that. Please contact ScanMed RFC Data Protection Officer at **dpo@scanmedfreight.eu**.

When is the meeting file deleted?

The file of the meeting is kept until the minutes are approved by the respective group or body of ScanMed RFC.