

# Privacy Policy to Collect Personal Data for SECURE Project Consultation Meeting

## 1. Introduction

The Sustainable Careers for Researcher Empowerment (SECURE) project is a European Union-funded project which aims to improve research careers and reduce the current precarity of research careers. The project is developing coordination and support measures to create, trial, implement, and mainstream a Research Career Framework (RCF) which offers a suite of options to support research-performing and research-funding organisations in the recruitment, employment, training, development, progression, and mobility of researchers. See the project website for more details on SECURE: <https://secureproject.eu>.

The purpose of this privacy policy is to explain the collection of personal data of people interested in registering for and participating in the online Zoom consultation meetings of the SECURE project on the RCF. There are three consultation meetings aimed at researchers, representatives of research organisations in academia, and researchers and representatives of research organisations in industry. The industry consultation meeting is being organised and hosted by the Academy of Business in Society (ABIS) which is a partner in the SECURE project and which is committed to protecting the personal data of their stakeholder contacts and being clear about what data they hold about them and how they will use that data.

## 2. Data Controller and Data Protection Officer

ABIS is the 'data controller' of any personal data collected within the scope of this privacy policy. Our data protection officer (DPO) is the first point of contact for people whose personal data is processed. The location and contact details for our DPO are as follows:

Data Protection Officer  
Academy of Business in Society (ABIS)  
Avenue Louise 231  
1050 Brussels  
Belgium

Website: <https://www.abis-global.org>

Email: [info@abis-global.org](mailto:info@abis-global.org)

Telephone: +32491636753

## 3. How We Use Your Personal Data

We will only use your personal data where we have legitimate reasons for doing so and have told you what those reasons are. We will use Zoom to organise and host the consultation meeting as it is the most appropriate and available tool for our purposes. Your personal data will be collected via Zoom and will not be shared with any other party or for any purpose not stated in this privacy policy and will not be used for marketing purposes.

### *Lawful Basis*

We will process your personal data for the purpose of facilitating the consultation meeting, supporting analysis of the input gathered during the consultation meeting, and informing you of outcomes of the consultation meeting. We may make audio and video recordings of the consultation meeting which will be used for the purpose of supporting analysis of the input gathered in the meeting. These are legitimate interest purposes (see GDPR Article 6(1)(f)).

### *Use of Zoom*

You do not need your own Zoom account to participate in the consultation meeting. You can use Zoom via a browser or install the Zoom application. You will be able to join the meeting if you use the Zoom application using the meeting ID and password without having to visit the Zoom website. We would like you to identify yourself with your real name and turn on your camera in the meeting as we believe that this reflects the level of collaboration and interaction we are aiming for in our meeting. We ask you to mute your microphone when you are not speaking to avoid background noise and turn on your microphone when you are requested to speak during discussions in the meeting. The Zoom website uses cookies for statistics, advertising, and tracking. You must actively object to the use of cookies or remove the corresponding check mark if you do not want this. You can also dial in by telephone if you do not have or want to use a suitable device whereby no metadata will be collected as there is no access to your personal computer or telephone. The Zoom chat is end-to-end encrypted but the audio and video features are not. The chat may be stored by us to record relevant exchanges. We advise against sharing any sensitive information via Zoom.

### *Recordings*

Please do not take any image and sound recordings. This includes the use of the Zoom AI Meeting Companion or third-party bots which can be invited to record the meeting. We may make an audio and video recording of the meeting and will solely use the recording for the purpose of supporting analysis of the input gathered during the consultation meeting. We reserve the right to use screenshots and audio and video recordings of the meeting for communication purposes in online, print, and other media. We will clearly point these terms out to you at the start of the meeting and you can decide whether you want to stay or leave the meeting at this point. You agree to these terms if you decide to stay in the meeting.

### *Privacy*

We use Zoom as a tool to conduct online meetings. Zoom complies with GDPR. Please see the Zoom website for more information: <https://zoom.us/gdpr>. The use of Zoom generates data which may allow conclusions to be drawn about people. This data is treated confidentially and is not passed on or sold to third parties by us or Zoom according to their privacy policy: [https://zoom.us/privacy#\\_Toc44414842](https://zoom.us/privacy#_Toc44414842). Zoom is a service provider based in the United States and is certified under the EU-US Privacy Shield so that legal requirements for an adequate level of data protection are met. The data controller in the context of the consultation meeting is ABIS. The provider of Zoom is responsible for data processing as soon as you access Zoom. Various types of personal data may be processed when using Zoom depending on what you provide during registration and the consultation meeting.

#### **4. What Personal Data We Will Collect**

The personal information we may collect and use is set out below:

- Name
- Email address
- Country/region
- Organisation
- Job title
- Audio recording of meeting
- Video recording of meeting

#### **5. Who We Give Your Personal Data To**

Your personal data may be shared with the following 'data processors' who are also partners in the SECURE project for the purpose of facilitating the consultation meeting and supporting the analysis of the input gathered during the consultation meeting whereby the processing of your personal data will be strictly controlled by a data processing agreement:

Technopolis Group Belgium

Avenue de Broqueville 12

1150 Brussels

Belgium

Website: <https://www.technopolis-group.com>

Careers Research and Advisory Centre (CRAC) Limited

22 Signet Court

Cambridge CB5 8LA

United Kingdom

Website: <https://www.crac.org.uk>

Young European Research Universities Network (YERUN)

Rue du Trône 62

1050 Brussels

Belgium

Website: <https://yerun.eu>

We will not routinely pass your personal data to any other organisation except where required to do so as part of our functions or by law.

#### **6. Where Your Personal Data Will Be Stored**

Your personal data is stored on Microsoft Office 365 business services. Microsoft will have access to your personal data for the purpose of providing business services to us. For more information about how Microsoft may process your personal data please see the information in the Microsoft Trust Centre: [www.microsoft.com/en-us/trustcenter/privacy](http://www.microsoft.com/en-us/trustcenter/privacy). You should understand and agree that your personal data may be transferred to and stored at a

destination outside the country and economic area where you reside and that it may be processed by staff operating outside that country for the purpose of this privacy policy.

## **7. Your Rights Over Your Personal Data**

You have the following rights once your personal data has been collected:

- Ask for a copy of your personal data
- Correct inaccurate personal data held about you
- Restrict processing of your personal data
- Ask for a copy of your personal data in a format that allows easy transfer
- Object to automated decision making or profiling
- Withdraw consent where consent is the legal basis for collecting your personal data

## **8. How Long We Will Hold Your Personal Data**

We will only retain your personal data for as long as it is needed for the purpose for which it was collected. We will retain your personal data for no longer than twelve months following completion of the SECURE project whereby your personal data will then be destroyed.

## **9. Complaints About Use of Your Personal Data**

You may contact us (see details in Section 2) if you are unhappy with the way in which your personal data has been handled and we will attempt to resolve your issue informally.

You can also make a complaint if we are not able to resolve the issue to your satisfaction to the data protection supervisory authority in Belgium whose contact details are as follows:

Gegevensbeschermingsautoriteit  
Drukpersstraat 35  
1000 Brussel  
Belgium

Website: <https://www.gegevensbeschermingsautoriteit.be>

Email: [contact@apd-gba.be](mailto:contact@apd-gba.be)

Telephone: +3222744800

## **10. Changes to This Privacy Policy**

We keep our privacy policies under regular review and will inform you of any changes to this privacy policy. This privacy policy is Version 1 and was last updated on 08 August 2024.