



UNION EUROPÉENNE DES MÉDECINS SPÉCIALISTES EUROPEAN UNION OF MEDICAL SPECIALISTS

Association internationale sans but lucratif

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Protocol for the recording of conferences and web-meetings

Due to the recent Covid-19 situation as well as to facilitate communications, teleconferences systems have been increasingly used by UEMS constituencies. It has been asked whether UEMS meetings may be recorded as to facilitate their minuting and to reduce interpretation issues when discussing key points, while following GDPR (General Data Protection Regulations).

The intended recording of meetings is allowed with respect to European and Belgian regulations, as long as several points are respected. Please find below what you need to know regarding the recording of meetings:

- It is not in UEMS control to ensure the level of security and GDPR compliance of the platform used for the web-meeting. However, it would be best to **inform participants of the possible breaches of privacy rules by these operators**. It is also recommended to favour platforms that are more protective of privacy.
- All participants should be told to **limit the information they provide** when registering; to **use different passwords**; and to **check the general conditions and parameters of the software, especially regarding personal data**.
- It is also important to comprehensively **inform all participants with a clear specific communication** drawing their attention to the fact that the meeting will be recorded, with a clear indication of the type of data which will be recorded and how; the purpose of the recording and the duration of its conservation; and the possibility to report any problem by submitting a complaint according to a specific procedure.
- Audio / Video Conferences organized by the UEMS Executive will be systematically recorded. The records will be kept until the minutes are officially approved by participants (If no request for amendments is provided within deadline indicated in the draft, the minutes are considered tacitly approved). The files will be destroyed after then.

We recommend that such communication should be included in the email sent to participants informing them of the meeting. This communication should be along the lines of: *Please note that this meeting will be recorded solely for minuting purposes. Your participation to the meeting involves your acceptance of being recorded, with respect to GDPR regulations. You have the possibility to report any problem by lodging a complaint according to the procedure referred under item 12 of the UEMS Privacy and Data security Policy.*