

Privacy Notice for MobiliseYourCity Webinars

Introduction

MobiliseYourCity is committed to protecting your personal data and respecting your privacy. This Privacy Notice explains how we collect, use, and protect the personal data you provide when registering for and participating in our webinars. It also outlines your rights under the General Data Protection Regulation (GDPR).

Data Controller

The data controller for your personal data is:

MobiliseYourCity

Rue Archimède 61, 1000 Bruxelles, Belgium

Email: contact@mobiliseyourcity.net

For any data protection queries, you can contact the MobiliseYourCity Secretariat at the same email address.

What Data We Collect

When you register for a webinar, we collect the following personal data: Full name, email address, gender (optional), city, country/region, organisation (optional), type of organization, job title, recording information (during the webinar, recordings may capture your name and/or image).

How We Use Your Data

We use the personal data collected for the following purposes:

1. **Event Registration and Participation:** To manage your registration and facilitate your participation in the webinar.
2. **Communication:** To send you reminders, updates, and post-event materials.
3. **Improvement:** To improve the webinar experience based on feedback and analysis.
4. **Recording:** To publish the webinar recording, which may include your name or image, on our YouTube page.

Legal Basis for Processing

We process your data under the following legal bases:

- **Performance of a Contract:** To manage your registration and participation in the webinar.
- **Legitimate Interests:** To collect information such as your type of organisation and location to improve the webinar experience, and to gather feedback for internal analysis.
- **Consent:** To include your name or image in the webinar recording published online.

Data Sharing

We do not share your personal data with third parties. However, the data is collected through Microsoft Teams, which processes it as part of its service. Microsoft Teams has its own privacy notice and consent process for their data handling. Aggregate, anonymised data may be shared with our member organisations (e.g., CODATU, GIZ) for analysis and service improvement purposes.

Retention Period

Your personal data will be retained for a maximum of two years after the webinar. This allows us to conduct analysis to improve our future webinars. After this period, your data will be securely deleted or anonymised.

International Data Transfers

No personal data will be transferred outside the EU/EEA. Microsoft Teams processes the data in accordance with its own privacy notice, which complies with GDPR standards. Participants must agree to Microsoft's terms when completing the registration form.

Your Rights

Under GDPR, you have the following rights regarding your personal data:

- **Access:** Request a copy of your data.
- **Rectification:** Correct any inaccuracies in your data.
- **Erasure:** Request the deletion of your data ("Right to be forgotten").
- **Restriction:** Restrict the processing of your data.
- **Objection:** Object to processing based on legitimate interests.
- **Data Portability:** Receive your data in a portable format.

To exercise your rights, please email contact@mobiliseyourcity.net.

Security Measures

We take appropriate technical and organisational measures to protect your data. Access is restricted to authorised personnel only, and data is stored securely.

Use of Recordings

The webinar will be recorded and published on our YouTube page to ensure the insights provided are accessible to everyone. Participants are notified of this recording through the Microsoft Teams platform. By joining the webinar, you consent to this recording. If you do not wish for your image to appear, you may choose to keep your camera turned off during the webinar. Please note that your name may still appear if you actively participate in the webinar (e.g., asking questions or making comments).

Marketing Communications

We do not use attendee data for marketing purposes.

Contact Us

If you have any questions about this Privacy Notice or how your data is handled, please contact us at contact@mobilisyourcity.net.

This Privacy Notice is effective as of the date of its publication and may be updated periodically to reflect changes in our practices or legal requirements.