

Guidelines for EuroCC/CASTIEL Events

Studio Session: Attendees: Project internal. Discussion-based event. Will not be recorded.

Seminar: Attendees: Project internal or/and external. Talk(s) with Q&A. Will be recorded and might go online (except Q&As).

Workshop: Attendees: Project external. Presentation-based event with Q&A or discussion elements. Will be recorded and will go online (except discussions).

	Attendees		Usage of recording	
	Internal	External	Internal	External
Studio Sessions	X		X	
Seminar	X	X	X	(X) in some cases
Workshop		X	X	X

Table 1: Overview Event Types

If you record an event, make sure to:

1. Collect **consent from the speakers before the event** → ideally at the time of registration (see template next page)
2. Collect **consent from participants** and inform them **before the event** that only the presentation(s) will be recorded, for what **purpose** the recording will be used and **advise them to turn off their cameras during the event**. Neither regular Participants' videos/images nor personal data (i.e. names) should be recorded as a general rule!
3. **Crop/Blur** participants' names, pictures and any other personal data information, should they be visible in any recording BEFORE the video is further processed or published.
4. Send finalised video to koch@hirs.de

CONSENT FORM FOR SPEAKERS AT EUROCC/CASTIEL EVENTS

Name of the Organiser:	Email:
Event Title:	Date of Event:

The presentations or talks (not the discussions) in this meeting are being recorded for the following communication purposes:

- internal (BSCW)
 external (publicly available on: EuroCC ACCESS, Social Media etc.)

Consent

I understand that video conference recordings contain Personal Information such as presentation materials and the likeness and voice of the presenters.

As a presenting participant in the recorded video conference sessions, I hereby provide consent to the organiser to record these events. The purpose for recording these sessions has been explained to me. It is my own decision to participate in these video conferences, and by signing this form I consent to my presentation being recorded (and distributed via the EuroCC ACCESS project website for educational purposes if external is selected in section above). By signing this form, I also consent to my personal data (name, institution (type; e.g. university/company/research facility), country, and contact email address) to be processed by the organiser and the EuroCC/CASTIEL project for the purpose of my event participation and the data to be retained for reporting purposes (project reports, deliverables of the EuroCC and CASTIEL EU projects).

I, _____ consent to having my talk and my personal data recorded.

Signature: _____ Date: _____

Purpose of data processing

Data is processed to allow people working in the EuroCC project and in the CASTIEL project to review the recordings to:

- provide the recordings to members of projects who could not be present
- provide the recordings to interested individuals outside of the project (only if external is selected in the second section of this form)

Data Retention

The recordings are only stored until their purpose is fulfilled. After that, the recordings are deleted, at the latest when the EuroCC ACCESS platform is taken offline (earliest 3 years after official project end; with current project end being 31.08.2022).

Withdrawal of consent

Withdrawal of consent to the use of the recordings can be made at any time and informally using eurocc-pmt@lists.projects.hlrs.de .

Table 2: Template for Speakers' consent

CONSENT FORM FOR PARTICIPANTS AT EUROCC/CASTIEL EVENTS

Name of the Organiser:	Email:
Event Title:	Date of Event:
I was informed as a participant in this event that the presentations or talks (not the discussions/question & answer sessions) in this meeting are being recorded for the following communication purposes: <input type="checkbox"/> internal (BSCW) <input type="checkbox"/> external (publicly available on: EuroCC ACCESS, Social Media etc.)	
Consent	
As a participant in the abovementioned event of EuroCC/CASTIEL, I consent to my personal data being processed for the purpose of the event registration (name, institution (type; e.g. university/company/research facility), country and contact email address). As a participant in the recorded video conference sessions, I was informed that the organiser will record the presentation(s) given in these events (the invited speaker only). I was advised by the organiser that I should switch my camera off during the meeting. All participant images/videos, should such be visible during the workshop presentation, will be blurred and all personal information (e.g. participant names) will be deleted. It is my own decision to participate in this event, and by signing this form I consent to my personal data (name, institution (type; e.g. university/company/research facility), country, and contact email address) to be processed by the organiser and the EuroCC/CASTIEL project for the purpose of my event participation and the institution type and country to be retained for reporting purposes (project reports, deliverables of the EuroCC and CASTIEL EU projects).	
I, _____ consent to having my personal data processed.	
Signature: _____	Date: _____
Purpose of data processing Data is processed to allow people working in the EuroCC project and in the CASTIEL project to review the recordings to: <ul style="list-style-type: none">• provide the recordings to members of projects who could not be present• provide the recordings to interested individuals outside of the project (only if external is selected in the second section of this form)	
Data Retention	

The personal data are only stored until their purpose is fulfilled and the project reporting for the EU is completed (6 months after the project end; with current project end being 31.08.2022). After this period, the data are deleted.

Withdrawal of consent

Withdrawal of consent to use my personal data for the participation in the event can be made at any time and informally using eurocc-pmt@lists.projects.hlrs.de .

Table 3: Template for Participants' consent

EuroCC: *This project has received funding from the European High-Performance Computing Joint Undertaking (JU) under grant agreement No 951732. The JU receives support from the European Union's Horizon 2020 research and innovation programme and Germany, Bulgaria, Austria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, Greece, Hungary, Ireland, Italy, Lithuania, Latvia, Poland, Portugal, Romania, Slovenia, Spain, Sweden, the United Kingdom, France, the Netherlands, Belgium, Luxembourg, Slovakia, Norway, Switzerland, Turkey, Republic of North Macedonia, Iceland, Montenegro.*

CASTIEL: *This project has received funding from the European High-Performance Computing Joint Undertaking (JU) under grant agreement No 951740. The JU receives support from the European Union's Horizon 2020 research and innovation programme and Germany, Italy, Spain, France, Belgium.*