

## **DATA PROTECTION NOTICE**

### **on Advisory Committee Meetings**

#### **1. Introduction**

Personal data used to data to organise the Advisory Committee meetings are processed in accordance with [Regulation \(EU\) 2018/1725 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data](#) (hereinafter referred to as 'Regulation no. 1725/2018' or 'EDPR')<sup>1</sup>.

The Head of the Research Unit at Eurofound with responsibility for the Advisory Committee is the staff member responsible for this processing operation on behalf of the data controller (i.e., Eurofound).

#### **2. Why do we process your personal data?**

Eurofound collects and uses your personal information for logistical purposes, including your registration, any meals and dietary requirements, your reimbursement. Additionally, processing may be necessary to prepare a record of the meeting.

#### **3. Which personal data do we collect and process?**

The following personal data may be collected:

- contact details, dietary requirements/allergies while registering via EU Survey
- contact and travel details for reimbursement purposes; and
- recording of the meeting may take place to prepare a record of the meeting.

See also the Data Protection notice for [MS TEAMS](#).

#### **4. What is the legal basis for processing your personal data?**

Processing is carried out on the basis that it is necessary for the functioning and management of Eurofound. It is in line with its obligation to enhance and disseminate knowledge, to provide evidence and services for the purpose of policy making, including research-based conclusions, and to facilitate knowledge sharing among and between

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<sup>1</sup>. OJ L 295 21.11.2018, p. 39-98.

Union and national actors with the aim of providing support for the purpose of shaping and implementing policies concerning the improvement of living and working conditions, devising employment policies and promoting the dialogue between management and labour<sup>2</sup>.

The processing of your personal data is therefore based on Article 5(1)(a) and (b) of Regulation (EU) 2018/1725. Insofar as your consent is required for part(s) of this processing, the latter is lawful under Article 5(1)(d) of Regulation (EU) 2018/1725.

## **5. Who has access to your personal data and to whom is it disclosed?**

Access to registration data and data related to your reimbursement or meeting recordings and minutes is provided to authorised Eurofound staff on a strict “need-to-know” basis. Such staff abide by statutory, and when required, additional confidentiality agreements. The same goes for the recording or notes of the meeting, if any.

Minutes shall be shared with the participants after the meeting for comments and approval. For registration purposes, Eurofound uses [EU survey](#).

No other third parties will have access to your personal data, except if required by law.

## **6. How long do we keep your personal data?**

Eurofound retains your personal data only for as long as necessary. More specifically:

- Meeting information in the online reimbursement submission system is deleted no later than 12 months after the meeting.
- Supporting documents relating to the meeting (participant lists, supporting documents for reimbursements) are held for no more than 7 years for budgetary discharge, control and audit purposes. After that they may be appraised for further retention for archival purposes. Where possible, personal data contained in supporting documents shall be deleted when not necessary for budgetary

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<sup>2</sup> For a description of Eurofound’s objectives and tasks see Regulation (EU) 2019/127 of the European Parliament and of the Council of 16 January 2019 establishing the European Foundation for the improvement of living and working conditions (Eurofound), and repealing Council Regulation (EEC) No 1365/75, OJ L 30, 31.1.2019, p. 74-89, in particular Articles 1 and 2.

discharge, control and audit purposes.

- Recordings of the meeting are held for 12 months or until the minutes have been approved, whichever is earlier.

## **7. How do we protect and safeguard your data?**

All data in electronic format (e-mails, documents, uploaded batches of data etc.) are stored either on the servers of Eurofound or of its contractors the operations of which abide by Eurofound's ICT Policies and our information systems security policy.

Data processed in Eurofound's online reimbursement system is hosted on our website within the EU.

Data processed in Eurofound's document management system are usually stored in restricted access folders with an audit trail. The registration data are processed through the EU Survey platform. EU Survey tool is held on Servers in EU, access to survey dataset is restricted to designated users in Eurofound and in Contractors. EU Survey's privacy policy is available [here](#).

## **8. Do we transfer any of your personal data to third countries or international organisations (outside the EU/EEA)?**

No personal data is sent to a third country or an international organisation outside the EU/EEA in the context of this processing activity.

## **9. Does this processing involve automated decision-making, including profiling?**

No decision is taken by Eurofound in the context of this processing activity solely on the basis of an automated processing of your personal data (i.e. processing without human intervention, for example profiling [evaluating or predicting your behaviour using automated tools]).

## **10. What are your rights as a data subject and how can you exercise them?**

Within the limits set by the EDPR, you have the right to access, rectify, erase and/or port your personal data, as well as to restrict or object to the processing of your personal data.



In order to exercise your rights, please contact in writing to [management.board@eurofound.europa.eu](mailto:management.board@eurofound.europa.eu) whereby you shall specify your claim (i.e. the right(s) you wish to exercise).

The exercise of your rights is free of charge. If your request is manifestly unfounded or excessive, Eurofound may refuse to act on it.

Should you feel that the processing infringes the data protection rules, you are entitled to raise a [complaint](#) with the European Data Protection Supervisor ([www.edps.europa.eu](http://www.edps.europa.eu)).

#### **11. Who shall I contact in case of doubts?**

Should you have any question or doubt on this processing operation, you should contact the [management.board@eurofound.europa.eu](mailto:management.board@eurofound.europa.eu).

You may always submit queries, remarks or complaints relating to the processing of your personal data to Eurofound's Data Protection Officer (DPO) at [dataprotectionofficer@eurofound.europa.eu](mailto:dataprotectionofficer@eurofound.europa.eu)