

DATA PROTECTION NOTICE

on contact forms on Eurofound's website

As an EU Agency, Eurofound embraces the need to protect your personal data. We, therefore, undertake to process it, as data controller, with respect to the applicable law¹.

If after reading this notice you still have questions on the processing of your data, please contact us at dataprotectionofficer@eurofound.europa.eu. We will reply to you within one month.

❖ Why do we need to process your data?

Eurofound's website allows any user to contact the Agency through the following webforms:

- Contact us;
- Tell us what you think; and
- Contact Staff.

When contacting Eurofound, your personal data will be processed to handle your request / feedback, which you have decided, freely and unambiguously, to submit to us. Processing of your personal data is, therefore, based on article 5(1) (d) of the EUDPR.

Please note that none of these purposes involves the need to make a decision solely by automated means and without any human intervention.

❖ What data do we need from you?

We need to process the following data to handle your request:

- Name;
- Email address;

¹ [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](#) (or the EDPR).

- Organisation (optional), and
- Other non-personal information contained in your request / message.

❖ **Who will process your data?**

Access to your data will be given to those staff members who need it to reply to your request. No other third parties will have access to your personal data, except if required by law.

❖ **How do we protect your data?**

We follow strict security procedures to ensure that your data is safely protected and is not, in any way, damaged, destroyed, or disclosed to a third party without your authorisation or without you being informed, as well as to prevent unauthorised access. The servers storing the information are kept in a secure environment with restricted physical access. Our IT systems use firewalls and other measures to restrict electronic access.

❖ **For how long will we retain your data?**

We need to retain your data for two years. After this time, your data will be securely destroyed, unless deemed of archival importance or in case it is anonymised.

❖ **Do we transfer your data to outside the EU?**

No.

❖ **What are your rights?**

Within the limits set by the EDPR, you have the right to access, rectify, erase and/or port your personal data, to restrict or object to the processing of your personal data, and to withdraw your consent (if obtained). Just note that withdrawal of your consent does not affect the lawfulness of processing while your consent was valid.



You may contact us at dataprotectionofficer@eurofound.europa.eu with your requests. Your request is free of charge. However, if it is manifestly unfounded or excessive, Eurofound may refuse to act on it.

You also have the right to raise a complaint with the European Data Protection Supervisor should you consider that this processing is in violation of the law. You will find more information [here](#).