

## **Data Protection Notice**

### **on Eurofound's Qualitative Research**

### **(case studies and interviews)**

Last updated: October 2024

Eurofound embraces the need to protect your personal data. We, therefore, undertake to process it, as data controller, with respect to the applicable law<sup>1</sup>.

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

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

Eurofound carries out research projects, either approved in the Agency's work programme<sup>2</sup> or which have been requested on an *ad hoc* basis by its stakeholders, on the improvement of living and working conditions, employment policies, and dialogue between management and labour. To that extent, participation of citizens across the Union and neighbouring countries is a key element in Eurofound's research projects. Such participation entails, necessarily, the processing of some categories of personal data.

Please be informed that no decision is taken by Eurofound in the context of the above identified processing activity solely on the basis of an automated processing of your personal data (i.e., processing without human intervention).

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<sup>1</sup> [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 EUDPR).

<sup>2</sup> Eurofound's Work Programmes can be found [here](#).

## What data do we need from you?

The categories of personal data being processed differ according to the research project at stake. Nonetheless, the following may be processed:

- Name
- Job title and organisation
- Contact details, and
- Voice/image recording.

Eurofound will always provide participants of a specific research project with information on the categories of personal data being processed, including special categories of data (if any)<sup>3</sup>.

## Under what legal basis do we process your personal data?

As a rule, the processing of your personal data is necessary for the performance of research tasks which Eurofound, as an Agency of the European Union, carries out in the public interest<sup>4</sup> and which Eurofound has been mandated to perform under its Founding Regulation<sup>5</sup>. Should special categories of data be processed, such processing is necessary for scientific research purposes<sup>6</sup>.

Any further processing of your personal data, including to identify you in the final report, will take place only with your prior consent.

## Who will have access to your data?

Only Eurofound staff members in charge of the relevant research project or authorised research staff of external contractors will have access to your personal data. In the latter

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<sup>3</sup> As defined in Article 10(1) of the EUDPR: *personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.*

<sup>4</sup> Article 5(1)(a) of the EUDPR.

<sup>5</sup> Article 5(1)(b) of the EUDPR and Article 2 of [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.](#)

<sup>6</sup> Article 10(2)(j) of the EUDPR.

case, Eurofound shall take the contractual measures necessary to ensure that external contractors respect and protect your personal data, using only external contractors who provide sufficient guarantees to implement appropriate technical and organisational measures to that effect. External Eurofound contractors are also bound by contractual clauses to ensure a sufficient level of confidentiality and protection of personal data.

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

Interview recordings, transcripts or notes will be retained in our document management system for no longer than 4 years starting from the date on which your interview took place.

If you have given your consent to be re-contacted for purposes related to the dissemination of Eurofound's work or for follow-up research, your contact details will be kept for 5 years.

Consent forms serve as proof that you have given your consent to our processing of your personal data through the means described above and are kept for 5 years for audit purposes.

### **How do we protect your data?**

Interview material, including audio recordings, transcripts or notes, are stored securely, together with the corresponding consent forms, in electronic form in restricted access folders in our internal document management system. The entire Eurofound computer network is protected by antivirus, firewalls and similar technology that help maintain the security, integrity and availability of your personal data.

### **Do we transfer your data to outside the EU territory?**

As a rule, no personal data are sent to a third country or an international organisation outside the EU/EEA in the context of this processing activity.

Should a specific research project require the international transfer of data, this information will be provided to the participants and such transfer will take place in accordance with provisions of Chapter V of the EUDPR. If this happens, participants will be duly informed.

## What are your rights?

Within the limits set by the EUDPR, 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. To exercise any of these rights, or in case of you have any question or doubt on a specific research project, you should contact the Eurofound staff member responsible for the project, whose contacts will be provided.

The exercise of these rights is free of charge. Where requests are manifestly unfounded or excessive, in particular because of their repetitive character, Eurofound may refuse to act on the request.

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)). Please find the complaints form [here](#).