

Data Protection Notice for Research Stakeholder Meetings

1. Introduction

This data protection notice explains the reason for the processing of your personal data to organise the Stakeholder Workshop, the way we collect, handle and ensure protection of all personal data provided in relation to this event, how that information is used and what rights you may exercise in relation to your data (e.g. the right to access, rectify or request erasure of your personal data).

Eurofound is committed to protecting and respecting your privacy.

As Eurofound collects and further processes personal data, Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 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, and repealing Regulation (EC) No. 45/2001 and Decision No. 1247/2002/EC¹ is applicable.

The Data Controller for this processing operation is the Head of Research B Unit at Eurofound.

2. Why do we process your personal data and under what legal basis?

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.

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 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 labour².

The processing of your personal data is therefore based on Article 5(1)(a) 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.

3. Which personal data do we collect and process?

Your personal data may be processed in the following way:

- Registration via e-mail (contact details, dietary requirements);
- Online reimbursement submission system (contact and travel details, hosted on our website);
- On site in our document management system (HP TRIM));
- In any legal or financial identification forms you provide for reimbursement (transferred also the European Commission for validation purposes);

¹. OJ L 295, 21.11.2018, p. 39

². 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.

- Recording of the meeting may take place to prepare a record of the meeting.

4. 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 discharge, control and audit purposes.
- Any legal or financial identification forms you provide for reimbursement (originals) are retained by Eurofound for 10 years after the last transaction.
- Recordings of the meeting are held for 12 months or until the research report has been approved, whichever is earlier.

5. How do we protect and safeguard your personal 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.

For more information on how the Commission processes your personal data contained in the legal and financial identification forms, visit [this page](#).

6. Who has access to your personal data and to whom is it disclosed?

Access to registration data and data related to your reimbursement or meetings recordings and notes 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.

Where you provide financial or legal identification forms, these are accessed by authorised Eurofound staff and transferred to the European Commission (DG Budget) in order to validate your details in the European Union's accounting system ABAC.

7. 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.

8. 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.

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

You are entitled to access your personal data and to rectify it in case the data is inaccurate or incomplete. If your personal data is no longer needed by Eurofound or if the processing operation is unlawful, you have the right to erase your data. Under certain circumstances, such as if you contest the accuracy of the processed data or if you are not sure if your data is lawfully processed, you can ask the Data Controller to restrict the data processing. Additionally, you have the right to data portability which allows you to obtain the data that the Data Controller holds on you and to transfer it from one Data Controller to another. Where technically feasible, Eurofound will do this work for you. You may also object, on compelling legitimate grounds, to the processing of data relating to you.

You may exercise your rights as data subject at any time under the conditions described in Regulation (EU) 2018/1725 by contacting the meeting organiser at events@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) by using the following e-mail address: dataprotectionofficer@eurofound.europa.eu. In case of conflict, complaints can be addressed to the European Data Protection Supervisor (EDPS) using the following e-mail address: edps@edps.europa.eu.