

## DATA PROTECTION NOTICE

### on Board<sup>1</sup> Meetings

#### 1. Introduction

Personal data used to data to organise Board 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>2</sup>.

The Head of the Resources Unit 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 or transport requirements, your reimbursement. Additionally, personal data may be processed with a view to preparing a record of the meeting (e.g., minutes).

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

The categories of data collected through the registration system are the following:

- Name, surname, job title and employer;
- Email address and mobile phone number; and
- Dietary or other requirements (for participants to the dinners/lunches organised by Eurofound).

Participants seeking reimbursement are requested to provide the following additional personal information through our online reimbursement submission system:

- telephone number; and
- personal information contained in the invoices attached to the reimbursement claim.

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<sup>1</sup> Where reference is made to the 'Board', this reference shall cover both the Management Board and the Executive Board, unless an explicit distinction is made between the two bodies.

<sup>2</sup>. OJ L 295 21.11.2018, p. 39-98.

Please note that the Management and Executive Board meetings are audio-recorded. During these meetings, photos or videos may be taken for marketing purposes (CRM) or for Eurofound's communication activities.

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

The legal bases of the processing operation are the following:

- 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 1365/753, and in particular Articles 1 and 3-10;
- Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union;
- Articles 5(1)(a) and (b) of Regulation (EU) 2018/1725; and
- Should consent be necessary, it will be obtained 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 your data within Eurofound is provided to authorised staff on a strict “need-to-know” basis. Such staff abide by statutory, and when required, additional confidentiality agreements.

Where you provide financial or legal identification forms, these are transferred to the European Commission (DG Budget) in order to validate your details in the European Union's accounting system ABAC. Data is processed in this regard in line with the privacy statement:

[http://ec.europa.eu/budget/library/contracts\\_grants/info\\_contracts/privacy\\_statement\\_en.pdf](http://ec.europa.eu/budget/library/contracts_grants/info_contracts/privacy_statement_en.pdf) Eurofound does not retain copies of these forms.

Minutes of the meetings are made publicly available on Eurofound's website.

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:

- Meetings in the online registration system (currently hosted on EU Survey) are deleted no later than 12 months after the meeting;
- Meetings in the Online Reimbursement Submission system (hosted on our website) are 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. 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 are transferred to the European Commission (DG Budget) for validation purposes only and are not retained by Eurofound; and
- Recordings are held until the minutes have been approved.

## **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 EU survey is processed within the EU, access to survey dataset is restricted to designated users in Eurofound and in Contractors. See the EU Survey privacy statement [here](#). Eurofound applies the principle of data minimisation in its registration form, processing your contact detail and logistical preferences only.

## **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 the Head of Resources Unit at [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 Head of Resources Unit at [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)