



## DATA PROTECTION NOTICE

### EUROPEAN WORKING CONDITIONS SURVEY 2021

#### ***What is the European Working Conditions Survey (EWCS)?***

The EWCS is a survey which takes place every five years and covers different aspects of working life, such as working time, work organisation, work-life balance, and work-related health issues. Nearly 70,000 workers across 36 European countries will be interviewed about their working conditions. The data collected in 2021 will provide invaluable, up-to-date, and objective information for policy makers and researchers about working conditions and the quality of work and employment in Europe, to help improve working lives for everyone. The first results from this study will be available in 2022. For further information about the EWCS, please visit

<https://www.eurofound.europa.eu/surveys/european-working-conditions-surveys>.

#### ***Who is carrying out the survey?***

The survey is being carried out by [Ipsos](#) and its local partners on behalf of [The European Foundation for the Improvement of Living and Working Conditions](#) (also known as Eurofound, the data controller)<sup>1</sup>. [LOCAL AGENCY] is a specialist research agency which will carry out the survey in [COUNTRY] [and is part of the Ipsos worldwide group of companies].

Eurofound, Ipsos and its local partners are committed to protecting and respecting your privacy. Personal information collected through this survey will be handled in line with GDPR and the data protection rules applicable to EU institutions and bodies.<sup>2</sup> Ipsos and its local partners are members of ESOMAR and abide by the ESOMAR Code of Conduct and associated regulations and guidelines.

#### ***How have I been chosen?***

You have been selected at random to take part in this survey. Your participation is completely voluntary. The interviewer would like to talk to people who are aged 16 or older who are working and living in [COUNTRY].

#### ***What personal data will be collected?***

Your gender, postcode and age will be collected, as well as personal data from your replies to the interview questions. Your name, telephone number and email address will also be collected if you consent to be re-contacted for follow-up research. If you agree, selected parts of the interview may be monitored/audio recorded for quality control purposes. The results of the research will be

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<sup>1</sup> The European Union for the Improvement of Living and Working Conditions (Eurofound) is an autonomous body of the European Union, created in 1975 to assist the formulation of future European policy on social and work-related matters. For more information, please visit [www.eurofound.europa.eu](http://www.eurofound.europa.eu)

<sup>2</sup> 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 (hereinafter referred to as 'Regulation (EU) 2018/1725'), OJ L 295, 21.11.2018, p. 39.

anonymised, statistical information only, and you will NOT be identifiable, directly or indirectly, in any published results.

### ***Will I be contacted again?***

It is possible that a small number of survey respondents might be contacted again, but only for follow-up research in working conditions and only if they consent to this. If you agree to be re-contacted for follow-up research, Ipsos would provide Eurofound with an identifying code to be able to connect your survey answers with your contact details.

Any contact about follow-up research will be made within the next five years.

None of the information you provide during this research will be used for marketing purposes, nor will your information be sold or passed on to any third party.

### ***Who will access your data and how long will it be kept for?***

Your personal data will only be accessed by the interview and research teams within Ipsos, [LOCAL AGENCY] and Eurofound or its research agent. Ipsos and [LOCAL AGENCY] staff abide by company data protection and information security policies. If you have agreed to be re-contacted for further follow-up research, then your contact details will be kept for up to five years after fieldwork completion<sup>3</sup> before being securely deleted. This data will be kept secure according to data protection and security standards and will only be used for the purpose mentioned.

If you have not agreed to be re-contacted, then your personal data will be deleted three months after fieldwork completion.

### ***How is your personal data protected?***

Several security controls have been put in place to protect your personal data from unauthorised access, use or disclosure. Your data will be stored on computer systems, located in the EU and the United Kingdom, with access limited to authorised research staff only. Your responses will be stored separately from your personal information and will be used solely for research purposes. Your participation, together with your individual responses to the questions, will be kept strictly confidential. The results of the research will be anonymised, statistical information only and you will not be identifiable in any published results. In order to allow for an appropriate level of data protection for transfers of data outside the EU/EEA, Ipsos has concluded all the necessary data protection agreements with all of its sub-processors.

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

The entire processing is necessary for the performance of research tasks carried out by Eurofound in the public interest<sup>4</sup>. Any additional processing of your personal data (e.g. follow-up research purposes) will be done only if you have given your consent<sup>5</sup>. If you wish to withdraw your consent at any time, please see the 'What are my rights?' section below.

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<sup>3</sup> Fieldwork completion date for all countries except Belgium is July 2021; for Belgium it is October 2021.

<sup>4</sup> Articles 5(1) (a) and 10(2) j of Regulation (EU) 2018/1725.

<sup>5</sup> Article 5(1) (d) of Regulation (EU) 2018/1725.

### ***What are my rights and how can I exercise them?***

- You are free to choose which questions you answer, and which you do not.
- You may stop the interview at any time.
- Under certain situations, you have the right to access your personal data, rectify any inaccurate or incomplete data, request erasure or portability of your data, object to the processing of your personal data. You may also ask the data controller to restrict the processing.
- To exercise these rights, please approach Eurofound using the contacts below. The exercise of 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 Regulation (EU) 2018/1725 on data protection, you are entitled to raise a complaint with the European Data Protection Supervisor ([https://edps.europa.eu/data-protection/our-role-supervisor/complaints/edps-complaint-form\\_en](https://edps.europa.eu/data-protection/our-role-supervisor/complaints/edps-complaint-form_en)).
- If there are any changes in the way your personal data is being processed you will be notified immediately and, if necessary, asked to renew consent.

### ***Who can I contact about the survey?***

If you have comments or questions, any concerns or a complaint regarding the processing of your personal data or this survey, please feel free to contact the following:

#### **Eurofound:**

The European Foundation for the Improvement of Living and Working Conditions (Eurofound)

Wyattville Road, Loughlinstown, Dublin 18, Ireland

Tel.: (+353 1) 204 3100; Fax: (+353 1) 282 64 56 / 282 42 09

The Data Controller: The Executive Director of Eurofound, c/o Sophia MacGoris

E-mail: [EWCS2021@eurofound.europa.eu](mailto:EWCS2021@eurofound.europa.eu)

And/or the Data Protection Officer:

E-mail: [dataprotectionofficer@eurofound.europa.eu](mailto:dataprotectionofficer@eurofound.europa.eu)

**[LOCAL AGENCY NAME]:**

[NAME, ADDRESS AND CONTACT DETAILS]