

DATA PROTECTION NOTICE

ON THE CALL FOR ACADEMIC EXPERTS FOR EUROFOUND'S ADVISORY COMMITTEES

1. Introduction

Personal data provided in connection with the call for academic experts for Eurofound's Advisory committees 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 (EU) 2018/1725')¹.

The Head of Unit - Organisational Support 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 processes your personal data for the following purposes:

- Select academic experts for each Advisory committee;
- Publish the names of academic experts on Eurofound's website;
- Invite the academic experts to attend meetings; and
- Reimburse the academic experts for travel and subsistence costs they might incur from attending meetings of the Advisory committee.

3. Which personal data do we collect and process?

The following personal data are processed:

- Identification and contact details: name, surname, nationality, gender, date of birth, email address, postal address, phone and mobile number;
- Educational background, including knowledge of languages;
- Career history/work experience;
- Additional information relating to a physical disability (at the discretion of the

¹. [OJ L 295 21.11.2018, p. 39-98.](#)

candidate);

- Any other personal data which you might decide to provide Eurofound with in the context of your application.

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

The processing of your personal data is necessary for the establishment and functioning of Eurofound's Advisory Committees², in compliance with the following provisions:

- Eurofound's Founding Regulation³, in particular its Article 12;
- Decision no. 8 of the Management Board of Eurofound establishing the Rules of Procedure of the Advisory Committees, in particular its Article 6; and
- Decision no. 31 of the Management Board of Eurofound on the formal establishment of the Advisory Committees of Eurofound.

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

Access to your personal data will be given exclusively to staff members of the Agency on a 'need-to-know' basis, in particular to the Heads of Research Units, the Head of the Organisational Unit, the Advisor for Industrial relations and corresponding assistants.

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?

Personal data submitted by:

- Unsuccessful candidates will be kept for a period of 2 years after the end of the selection procedure; and
- Successful candidates will be kept until the end of the nomination period, or longer should such data be necessary for other ongoing purposes (e.g. reimbursement of expenses).

Once maximum time of retention has been reached, data will be securely destroyed.

² Article 5(1) (a) and recital (22) of Regulation (EU) 2018/1725.

³ [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.](#)

7. How do we protect and safeguard your data?

Eurofound takes seriously its obligation to protect your personal data. Applications are submitted through a secure form on Eurofound's website. In addition, the entire Eurofound's computer network is protected by antivirus, firewalls and similar technology that help maintain the security, integrity and availability of your personal data. In addition, you have been requested not to disclose any other data than that necessary for the purposes above identified. Furthermore, applications and corresponding data will be stored electronically in a folder with restricted access (i.e. permission levels have been defined).

8. Do we transfer any of your personal data to third countries or international organisations (outside the EU/EEA)?

No.

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 Unit – Organisational Support at advisorycommittees@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 of your personal data by Eurofound infringes the data protection rules, you are entitled to [raise a complaint with the European Data Protection Supervisor](#).

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 the Organisation Unit at advisorycommittees@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 contacts:

Address: Wyattville Road, Loughlinstown, Dublin 18, Ireland
@: dataprotectionofficer@eurofound.europa.eu
Tel: (+353 1) 204 3100
Fax: (+353 1) 282 64 56 / 282 42 09