

DATA PROTECTION NOTICE

on processing requests to access ERM database

As an EU Agency, Eurofound embraces the need to protect your personal data. We, therefore, undertake to process it, as data controller, with respect to the applicable law¹.

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

❖ Why do we need to process your data?

Eurofound processes your personal data to facilitate access requests to the European Restructuring Monitor Events (hereinafter referred to as 'ERM') dataset and to analyse the use of ERM data for research purposes. Processing of your personal data is, therefore, necessary for the performance of research tasks which Eurofound carries out in the public interest².

❖ What data do we need from you?

In order to give you access to the ERM dataset, we need to process the following data: name, email, institution, and purpose of your request.

❖ Who will process your data?

Access to your data will be given exclusively to those persons who need it to fulfil their duties. In this case, to those Eurofound staff members working with the ERM.

No other third parties will have access to your personal data, except if required by law.

¹ [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 EDPR).

² Article 5(1)(a) of the EDPR.



❖ How do we protect your data?

We follow strict security procedures to ensure that your data is safely protected and is not, in any way, damaged, destroyed, or disclosed to a third party without your authorisation or without you being informed, as well as to prevent unauthorised access. Your personal data will be stored in a restricted folder and only duly authorised Eurofound staff members will have access to it.

❖ For how long will we retain your data?

We will retain your data for a maximum period of 3 years for administrative purposes. After this time, only anonymised data will be retained.

❖ Do we transfer your data to outside the EU?

No.

❖ What are your rights?

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. To exercise any of these rights, you may contact us at erm@eurofound.europa.eu. Your request is free of charge. However, if it is manifestly unfounded or excessive, Eurofound may refuse to act on it.

You also have the right to raise a complaint with the European Data Protection Supervisor (EDPS) should you consider that the processing of your personal data by Eurofound is in violation of the law. You will find more information [here](#).