



## Data Protection Notice

### on the Eurofound's and the European Commission's Representation Office in Ireland Joint Event on Skills

Eurofound and the European Commission's Representation Office in Ireland embrace the need to protect your personal data. We, therefore, undertake to process it, as data controller, with respect to the applicable law<sup>1</sup>.

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

#### Why do we process your personal data?

The purpose of processing is to organise, together with the European Commission's Representation Officer in Ireland, a joint event on Skills, under the banner of the European Year of Skills 2023<sup>2</sup>. In particular, the aim of the processing is to register individuals<sup>3</sup> and to take photos of the event.

Please note that none of these purposes involves the need to make a decision solely by automated means and without any human intervention.

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

The processing of personal data is necessary for the performance of tasks that both Eurofound and the European Commission's Representation Officer in Ireland carry out

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<sup>1</sup> [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 EUDPR).

<sup>2</sup> More information can be found [here](#).

<sup>3</sup> Registration is done using Microsoft Forms. You can find more information on the internal use of M365 [here](#).



in the public interest<sup>4</sup>, namely the organisation of events to publicly disseminate the work performed by both organisations.

### **Which personal data do we collect and process?**

The following personal data are processed:

- First name, second name, job title, organisation;
- Contact details (email address);
- Photos; and
- Comments submitted during the evaluation of our events.

Please note that a selection of photos is uploaded to Eurofound's and the European Commission's Representation Officer website and social media platforms like Flickr<sup>5</sup>, Facebook<sup>6</sup>, Twitter<sup>7</sup> & LinkedIn<sup>8</sup> and YouTube<sup>9</sup>.

### **Who has access to your personal data and to whom is it disclosed?**

Your contact details will be processed either by Eurofound's or the European Commission's Representation Officer in Ireland staff members, i.e., invitations will be sent by each organisation to their own contact list. Please note that neither Eurofound nor the European Commission's Representation Officer in Ireland will have access to each other contact lists.

All personal data submitted for the purposes of the registration (name, organisation, job title and email) will be exclusively processed by Eurofound's staff members on a need-to-know basis, namely by the members of the Information and Communication Team.

However, as the event will take place at the premises of the European Commission's Representation Officer in Ireland, on the 22 November 2023, a list containing the name of the participants, their organisation and job title as per the registration form will be

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<sup>4</sup> Article 5(1) (a) of the EUDPR and Articles 1 and 2 of [Eurofound Founding Regulation](#).

<sup>5</sup> You can find more information on how Flickr processes personal data [here](#).

<sup>6</sup> You can find more information on how Facebook processes personal data [here](#).

<sup>7</sup> You can find more information on how Twitter processes personal data [here](#).

<sup>8</sup> You can find more information on how LinkedIn processes personal data [here](#).

<sup>9</sup> You can find more information on how YouTube processes personal data [here](#).



transmitted to duly authorised staff members of the European Commission's Representation Officer in Ireland in order to ensure access to the venue.

The photographer hired to take photos will have access to your likeness. Duly authorised staff members of both co-hosts may also have access to these photos. During the event, participants will be reminded that should they wish not to be captured on photos, to make this wish known.

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

### **How long do we keep your personal data?**

The following retention periods apply:

- The web registration form is deleted after 1 year;
- Participant and visitor lists are held for 7 years;
- Photographs are kept for 4 years; and
- Other data submitted in relation to events and for which a particular retention period is not foreseen above are kept for 5 years.

After this time, your data will be securely destroyed, unless deemed of archival importance or in case is anonymised. In both situations, your data will be retained for longer.

### **How do we protect and safeguard 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. The servers storing the information are kept in a secure environment with restricted physical access. Our IT systems use firewalls and other measures to restrict electronic access. All data in electronic format are stored on Eurofound's web services the operations of which abide by Eurofound's ICT Policies and our information systems security policy.



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

No.

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

Within the limits set by the EUDPR, you have the right to access, rectify, erase and/or port your personal data, to restrict or object to the processing of your personal data, and to withdraw your consent (if obtained). Just note that withdrawal of your consent does not affect the lawfulness of processing while your consent was valid.

Should you wish to exercise the above rights with respect to (i) the data submitted in the registration form or during the event (e.g., your image) and/or (ii) you wish to have your contact details erased from Eurofound's contact list, please contact the Senior Communications Manager at [events@eurofound.europa.eu](mailto:events@eurofound.europa.eu) with your request.

Should you wish to have your contact details erased from the European Commission's Representation Office in Ireland's contact list, please contact [COMM-REP-IE-DATAPROTECTION@ec.europa.eu](mailto:COMM-REP-IE-DATAPROTECTION@ec.europa.eu).

Your request is free of charge. However, if it is manifestly unfounded or excessive, Eurofound or the European Commission's Representation Office in Ireland may refuse to act on it.

Please be informed that you also have the right to raise a complaint with the European Data Protection Supervisor should you consider that this processing is in violation of the law. You will find more information [here](#).