Privacy statement on the processing of personal data of participants in Eurofound’s Board\(^1\) meetings

1. Introduction
This privacy statement concerns the processing of your personal data when you participate in the Board meetings organised by Eurofound. It explains the reason for the processing, the way we collect, handle and ensure protection of personal data provided by you, how that information is used and what rights you may exercise in relation to your data (e.g. the right to access, rectify or request reassure of your personal data).

Eurofound is committed to protecting and respecting your privacy. As Eurofound collects and further processes personal data, 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, and repealing Regulation (EC) No. 45/2001 and Decision No. 1247/2002/EC\(^2\) is applicable.

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. Who is the controller?
The data controller for this processing operation is the Head of Resources Unit at Eurofound.

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 1365/75\(^3\), and in particular Articles 1 and 3-10;

This processing operation is necessary for the management and functioning of Eurofound and is therefore lawful under Article 5(1)(a) of the Regulation. In so far as this processing takes place for reimbursement purposes, it is necessary for compliance with a legal obligation to which Eurofound is subject and is therefore lawful under Article 5(1)(b) of the Regulation.

As regards certain aspects of it, this processing is also based on consent from participants and is therefore lawful under Article 5(1)(d) of the Regulation.

5. 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;
- Dietary or other requirements (for participants to the dinners/lunches organised by Eurofound);

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\(^1\) 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.


\(^3\) OJ L 30, 31.1.2019, p. 74–89.
Participants seeking reimbursement are requested to provide the following additional personal information through our online reimbursement submission system:
- telephone number
- personal information contained in the invoices attached to the reimbursement claim.

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.

6. How long do we keep your personal data?

Eurofound retains your personal data only for as long as necessary.

- 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.
- Recordings are held until the minutes have been approved.

7. How do we protect your personal 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. 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. 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.

Documents are stored in Eurofound’s secure document management system.

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 Eurofound does not retain copies of these forms.

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

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

No.

10. Does this processing involve automated decision-making, including profiling?
11. What are your rights and how can you exercise them?

Eurofound processes your personal data fairly, lawfully and only for legitimate purposes. This general right is complemented by several specific rights.

According to Regulation (EU) 2018/1725, you are entitled to access your personal data and to rectify it in case the data is inaccurate or incomplete. If your personal data is no longer needed by the EU institution, if you withdraw your consent or if the processing operation is unlawful, you have the right to erase your data.

Under certain circumstances, such as if you contest the accuracy of the processed data or if you are not sure if your data is lawfully processed, you can ask the controller to restrict the data processing. You may also object, on compelling legitimate grounds, to the processing of data relating to you.

Additionally, you have the right to data portability which allows you to obtain the data that the controller holds on you and to transfer it from one controller to another. Where technically possible, Eurofound will do this work for you.

You may exercise your rights by contacting the controller, or in case of conflict the Data Protection Officer (DPO) of Eurofound, and if necessary the European Data Protection Supervisor (EDPS) using the contact information given at point 9 below.

11. Contact information

If you have comments or questions, any concerns or a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller using the following contact information:

You may contact the controller, i.e. the Head of Resources Unit, by sending an e-mail to: management.board@eurofound.europa.eu

You may also address your queries to the Data Protection Officer (DPO) of Eurofound using the following contact details:
Data Protection Officer
Wyattville Road, Loughlinstown
Dublin 18, Ireland
Tel.: (+353 1) 204 3100
Fax: (+353 1) 282 64 56 / 282 42 09
E-mail: dataprotectionofficer@eurofound.europa.eu

Finally, you may have recourse at any time to and lodge a complaint with the European Data Protection Supervisor (EDPS) using the following contact details:
European Data Protection Supervisor
Rue Wiertz 60
B-1047 Brussels
Belgium
Tel: (+32) 2 283 1900
Fax: (+32) 2 283 1950
E-mail: edps@edps.europa.eu
Website: http://www.edps.europa.eu/