

DATA PROTECTION NOTICE

on handling requests submitted under the data protection legal framework

As an EU Agency, Eurofound embraces the need to protect your personal data. We, therefore, undertake to process it, 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?

Your data is processed in order to enable Eurofound to manage any of your requests whereby you exercise any of the rights laid down under Chapter III of the EUDPR: right of access, right to rectification, to erasure (or to be forgotten), to restriction of processing, to data portability, to object to the processing, and to not be subject to a decision based solely on automated processing.

The provision of personal data is necessary to identify you and for the effective handling of your request. Should such data not be provided, Eurofound may refuse to act on the request.

What data do we need to process?

The personal data may include:

- Identification data (first name, surname, ID card or Passport);
- Contact details (postal and email addresses); and
- Any other personal data which Eurofound will need to process in order to respond to your request.

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 EUDPR).

Under what legal basis we process your personal data?

Processing is necessary to comply with legal obligations to which Eurofound is subject², namely those laid down under Article 14, paragraphs 1 and 2 of the EUDPR.

Who will process your data?

Your data will be processed by the DPO, Deputy DPO and, depending on the request at stake, by the duly authorised and relevant internal stakeholders at Eurofound.

No other third party will have access to data, unless if required by law.

How do we protect your data?

Strict security procedures are in place 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 your being informed, as well as to prevent unauthorised access. The servers storing the information are kept in a secure environment with restricted physical access. IT systems use firewalls and other measures to restrict electronic access.

For how long will we retain your data?

Data will be kept for two years after completion of the response to the request.

Do we transfer your data to outside the EU?

No transfers will take place outside the EEA territory.

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, to restrict or object to the processing of your personal data, and to withdraw your consent (if obtained). Note that withdrawal of your consent does not affect the lawfulness of processing while your consent was valid.

² Article 5(1)(b) of the EUDPR.

You may contact us at dataprotectionofficer@eurofound.europa.eu with your request(s). 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 should you consider that this processing is in violation of the law. You will find more information [here](#).

Can your rights be restricted?

Pursuant to the Decision no. 21 of the Management Board of Eurofound adopting internal rules concerning restrictions of certain rights of data subjects in relation to the processing of personal data in the framework of the functioning of Eurofound³, your rights can be restricted for the following purposes:

- Important objectives of general public interest of the Union or of a Member State, in particular the objectives of the common foreign and security policy of the Union or an important economic or financial interest of the Union or of a Member State, including monetary, budgetary and taxation matters, public health and social security⁴;
- Protection of judicial independence and judicial proceedings⁵;
- Monitoring, inspection or regulatory function connected, even occasionally, to the exercise of official authority in the cases referred to in points (a) to (c) of paragraph 1 of Article 25 of Regulation (EU) 2018/1725⁶; and
- Protection of the data subject or the rights and freedoms of others⁷.

The above restrictions may apply to the following rights: right of information to be provided to the data subject, right of access, rectification and erasure of personal data, and right of restriction to the processing of personal data.

³ Adopted 20 December 2019.

⁴ Article 25(1) (c) of the EUDPR.

⁵ Article 25(1) (e) of the EUDPR.

⁶ Article 25(1) (g) of the EUDPR.

⁷ Article 25(1) (h) of the EUDPR.

The restrictions can also apply to the obligation imposed upon Eurofound of communicating a personal data breach to the data subjects affected⁸, as well to the obligation of ensuring the confidentiality of electronic communications⁹.

⁸ Article 35 of the EUDPR.

⁹ Article 36 of the EUDPR.