

DATA PROTECTION NOTICE

PARTICIPANTS IN EUROFOUND'S QUALITATIVE RESEARCH (CASE STUDIES AND INTERVIEWS)

1. Introduction

Personal data provided in connection with or through Eurofound's qualitative research (case studies and interviews) 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 no. 1725/2018' or 'EDPR')¹.

The Data Controller for this processing operation is the Head of the Research Unit at Eurofound responsible for each specific research project. Eurofound will always provide participants of a specific research project with contact details of the staff member responsible for the project.

In any case, Eurofound can be reached through the following contacts:

Address: Wyattville Road, Loughlinstown, Dublin 18, Ireland
@ information@eurofound.europa.eu
Tel: (+353 1) 204 3100
Fax: (+353 1) 282 64 56 / 282 42 10

2. Why do we process your personal data?

We process your personal data for purposes related to research projects either approved in Eurofound's work programme or which have been requested on an *ad hoc* basis by its stakeholders.

3. Which personal data do we collect and process?

The categories of personal data being processed differ according to the research project at stake. Nonetheless, the following may be processed:

- Name
- Job title and organisation

¹ . OJ L 295 21.11.2018, p. 39-98.

- Contact details
- Voice/image recording

Eurofound will always provide participants of a specific research project with information on the categories of personal data being processed, including special categories of data (if any)².

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

As a rule, the processing of your personal data is necessary for the performance of research tasks which Eurofound, as an Agency of the European Union, carries out in the public interest (Article 5(1)(a) of the EDPR)³. Should special categories of data be processed, such processing is necessary for scientific research purposes⁴.

Any further processing of your personal data will take place only with your prior consent⁵.

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

Only Eurofound staff members in charge of the relevant research project or authorised research staff of external contractors will have access to your personal data. In the latter case, Eurofound shall take the contractual measures necessary to ensure that external contractors respect and protect your personal data, using only external contractors who provide sufficient guarantees to implement appropriate technical and organisational measures to that effect. External Eurofound contractors are also bound by contractual clauses to ensure a sufficient level of confidentiality and protection of personal data.

6. How long do we keep your personal data?

Interview recordings, transcripts or notes will be retained in our document management system for no longer than 4 years starting from the date on which your interview took place. If you have given your consent to be re-contacted for purposes related to the dissemination of Eurofound's work or for follow-up research, your contact details will be kept in our research database for 5 years. Consent forms serve as proof that you have given your consent to our

² Defined in Article 10 (1) of Regulation EU 2018/1725 as personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

³For a description of Eurofound's objectives and tasks see 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. 7489, in particular Articles 1 and 2.

⁴ Article 10 (2) (j) of the EDPR.

⁵ Article 5(1) (d) of the EDPR.

processing of your personal data through the means described above and are kept for 5 years for audit purposes.

7. How do we protect and safeguard your data?

Interview material, including audio recordings, transcripts or notes, are stored securely, together with the corresponding consent forms, in electronic form in restricted access folders in our internal document management system. The entire Eurofound computer network is protected by antivirus, firewalls and similar technology that help maintain the security, integrity and availability of your personal data.

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

No personal data are sent to a third country or an international organisation outside the EU/EEA in the context of this processing activity.

Should a specific research project require the international transfer of data, this information will be provided to the participants and such transfer will take place in accordance with provisions of Chapter V of the EDPR.

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 us in writing to the contacts set forth in this data protection notice, whereby you shall specify your claim (i.e. the right(s) you wish to exercise).

The exercise of your rights is free of charge, unless the request is manifestly unfounded or excessive, in which case Eurofound may charge a reasonable fee taking into account the costs.

Should you feel that the processing infringes the data protection rules, you are entitled to raise a complaint with the European Data Protection Supervisor (www.edps.europa.eu). Please find the complaints form at https://edps.europa.eu/data-protection/our-rolesupervisor/complaints/edps-complaint-form_en.

11. Who shall I contact in case of doubts?

Should you have any question or doubt on a specific research project, you should contact Eurofound staff member responsible for such project, whose contacts will be given to the participants.

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