

DATA PROTECTION NOTICE

on the call for Expression of Interest (CEI) in participation in Eurofound's Summer Forum 2022

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?

We need to process your personal data to select the participants who will attend the Eurofound Summer Forum 2022 in Dublin which this year takes place, exceptionally, in October 2022. Participants will be selected on the basis of ensuring a balanced representation between social partners and government representatives in this capacity-building exercise.

Processing of your data is, as such, necessary for the performance of tasks which have been entrusted to Eurofound under its Founding Regulation², and which are carried out in the public interest³.

Please note that this purpose does not involve the need to make a decision solely by automated means and without any human intervention.

❖ What data do we need from you?

To select participants, we need to process the name, date of birth, gender, country of

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 [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](#), in particular Articles 1 and 2.

³ Article 5(1)(a) of the EDPR.

employment, position, and email address, together with your trade union⁴ and employer organisation membership of the applicants. In addition, we will collect and further process the name and e-mail address of the applicant's line manager, authorising or supervisory officer.

❖ Who will process your data?

Access to your data will exclusively be given to those persons who need it to fulfil their duties. In this case to:

- Members of Eurofound's Research Unit A who are responsible for the Forum; and
- Members of the Steering Group composed of European Social Partners organisations: BusinessEurope⁵; European Trade Union Confederation⁶; SGI Europe⁷ and SMEUnited⁸ as well as one member of the Government Group in the Management Board⁹.

Members of the Steering Group will have an advisory role in the process of evaluating the applications. They will have access to the names and personal data of those applications within their affiliation domain (employers organisations, trade union organisations, public authorities' representatives, etc.). Only Eurofound will have contact with and inform the applicants on the result of the selection process.

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

❖ 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. The servers storing the information are kept in a secure environment with restricted

⁴ Processed under article 10(2)(j) of the EDPR.

⁵ For more information, read [here](#).

⁶ For more information, read [here](#).

⁷ For more information, read [here](#).

⁸ For more information, read [here](#).

⁹ Information on Eurofound's Management Board can be found [here](#).

physical access. Our IT systems use firewalls and other measures to restrict electronic access.

❖ **For how long will we retain your data?**

Data in the application form will be kept for six (6) months (from September 2022 to March 2023). 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.

❖ **Do we transfer your data to outside the EU/EEA territory?**

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, 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.

You may contact us at dataprotectionofficer@eurofound.europa.eu with your requests. 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](#).