

## **Data Protection Notice**

### **on processing of personal data in Eurofound's website and subscription services**

#### **1. Introduction**

Personal data processed in relation to the visit of Eurofound's website and the use of the services hereto are subject to [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 Regulation (EU) 2018/1725)<sup>1</sup>.

The Head of the Information and Communication Unit and the Information and Communication Technology unit are staff members jointly responsible for this processing operation on behalf of the data controller (i.e. Eurofound).

#### **2. Why do we process your personal data?**

The purpose of processing is to ensure that Eurofound's website functions properly, as well as to provide access to services hosted on Eurofound's website (i.e. subscriptions to key topics, CRM subscription management, subscription to forthcoming publications).

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

The processing of personal data is necessary for the management and functioning of the Agency<sup>2</sup>, namely to ensure the proper functioning of Eurofound's website. All additional processing of personal data, namely those related to the subscription of key topics, forthcoming communication, amongst others, depend on your consent<sup>3</sup>.

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

The following personal data is processed:

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<sup>1</sup> OJ L 295 21.11.2018, p. 39-98.

<sup>2</sup> Article 5(1) (a) of Regulation (EU) 2018/1725.

<sup>3</sup> Article 5(1) (d) of Regulation (EU) 2018/1725.

- Identification data, such as name, title, gender, organisation, email address, and telephone number;
- Electronic communication data, such as IP address, URL and cookies.

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

The following recipients may have access to your personal data:

- Members of the ICT Unit;
- Web Editor;
- The media & promotions team; and
- DG DIGIT for technical problems.

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

The following retention periods apply:

- Google Analytics cookies are stored for up to 24 months, while data in the Google Analytics service itself are stored for 26 months; and
- All user accounts are deleted after a defined period of 6 months inactivity; and
- All subscribers are contacted once a year to assess whether or not they wish to remain subscribed.

## **7. How do we protect and safeguard your data?**

All traffic to web services goes through HTTPS. Access to servers is limited to system administrators. Different levels of permissions are in place for accessing the Content Management System. A security monitoring system has been set up.

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

No.

## **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).

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

Within the limits set by Regulation (EU) 2018/1725, 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 the Head of Information and Communication Unit ([Mary.McCaughey@eurofound.europa.eu](mailto:Mary.McCaughey@eurofound.europa.eu)) whereby you shall specify your claim (i.e. the right(s) you wish to exercise). The exercise of your rights is free of charge. If your request is manifestly unfounded or excessive, Eurofound may refuse to act on it.

You also have the right to withdraw any given consent at any time. However, this withdrawal does not affect the lawfulness of processing based on consent before its withdrawal. To unsubscribe any of the Eurofound services, please either use the bottom of every email we send (e.g. publication notification; newsletter) or use the subscription process (in via [www.eurofound.link/subscribe](http://www.eurofound.link/subscribe) or <https://www.eurofound.europa.eu/crm/default>, unclick in the subscription, save and confirm).

#### **11. Right to recourse**

Should you feel that the processing infringes the data protection rules, you are entitled to raise a [complaint with the European Data Protection Supervisor](#).

#### **12. Who shall I contact in case of doubts?**

Should you have any question or doubt on this processing operation, you should contact the Head of the Information and Communication Unit ([Mary.McCaughey@eurofound.europa.eu](mailto:Mary.McCaughey@eurofound.europa.eu)).



You may always submit queries, remarks or complaints relating to the processing of your personal data to Eurofound's Data Protection Officer ([dataprotectionofficer@eurofound.europa.eu](mailto:dataprotectionofficer@eurofound.europa.eu)).