

Data Protection Notice on Mail Registration System

1. Introduction

Personal data processed in relation to the registration of mail received and sent by Eurofound 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)¹.

The Document Management Officer is the staff member 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 record receipt and despatch of mail items (paper and electronic). The mail register is a centralised permanent record of formal incoming and outgoing correspondence including emails.

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

The processing of personal data is necessary the management and functioning of the Agency².

4. Which personal data do we collect and process?

The following personal data is processed:

- Name;
- Contact details;
- Organisation; and
- Description of contents.

¹ OJ L 295 21.11.2018, p. 39-98.

² Article 5(1) (a) of Regulation (Eu) 2018/1725.



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

The following recipients may have access to your personal data:

- Reception Team; and
- All staff can register & view non-restricted mail.

6. How long do we keep your personal data?

Registered mail items are retained permanently for historic purposes. In the past they have been transferred to microfilm. Since 2001 they are held electronically.

7. How do we protect and safeguard your data?

Access to registered mail items is restricted as required.

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 Document Management Officer (public.access@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.



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 Document Management Officer (public.access@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).