

## Data Protection Notice on Public Access to Documents Requests

### 1. Introduction

Personal data provided in the course of requests of public access to documents 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](#) (or Regulation (EU) 2018/1725)<sup>1</sup>.

The Head of the Resources Unit 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 collecting personal data is to manage the applications for public access to specific Eurofound documents.

### 3. Which personal data do we collect and process?

The name and email of the person making the request will be processed.

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

The processing of personal data is necessary to comply with legal obligations Eurofound is subject<sup>2</sup>, namely:

- Articles 24(2) of the [Eurofound new Founding Regulation](#)<sup>3</sup>;
- [Regulation \(EC\) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents](#)<sup>4</sup>; and

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

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

<sup>3</sup> 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. 74–89.* <sup>4</sup> *OJ L 145, 31.5.2001, p. 43–48.*

- Decision no. 14 of the Management Board of Eurofound adopting rules for the application of Regulation (EC) no. 1049/2001 on public access to documents.

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

Access to personal data will be given to the following categories of recipients:

- Head of the Resources Unit;
- Document Management Officer;
- Legal Officer; and
- Other staff members on a need-to-know basis.

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

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

Documents related to your request are retained for 10 years. After that, they will be deleted or archived, where they are appraised to have historical value.

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

Documents are screened and any personal data which are covered by the Exceptions in Art. 4 of [the Regulation \(EU\) 1049/2001](#)<sup>1</sup> are redacted before release.

All e-mails and documents are stored either on the servers of Eurofound (in its secure document management system Microfocus Content Manager) or of its contractors the operations of which abide by Eurofound's ICT Policies and our information systems security policy.

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

No.

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<sup>1</sup> OJ L 145, 31.5.2001, p. 43–48.

**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 the Resources Unit ([Markus.Grimmeisen@eurofound.europa.eu](mailto:Markus.Grimmeisen@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 of 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 Resources Unit ([Markus.Grimmeisen@eurofound.europa.eu](mailto:Markus.Grimmeisen@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 (DPO) at [dataprotectionofficer@eurofound.europa.eu](mailto:dataprotectionofficer@eurofound.europa.eu)