

DATA PROTECTION NOTICE

on the use of Canva Teams

As a European Agency, 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 process your data to treat images (i.e., editing, applying effects, downloading in various formats) for creating corporate content for use on social media so that we can disseminate our work. However, we will only process your data should you consent².

Be informed that the above 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?

We may process the following data:

- Name;
- Title;
- Organisation;
- Image or likeness.

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 Article 5(1)(a) of the EDPR.

❖ Who will process your data?

Access to your data is exclusively given to duly authorised staff members within the Information and Communication Unit.

Since processing of your data is through Canva's browser-based system, authorised staff members from Canva may also have access to your data. We highly advise you to read their [Privacy Policy](#).

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

❖ How do we protect your data?

We adhere to the data protection principle of minimisation and only process data that are deemed absolutely necessary. As for Canva, a complete description of the security measures is available [here](#).

❖ For how long will we retain your data?

We will retain your data for 12 months. After this time, your data will be securely destroyed, unless deemed of archival importance or in case is anonymised, in which case your data will be retained for longer.

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

Eurofound itself will not transfer your data outside the territory of the EU/EEA. However, Canva may potentially transfer it to countries such as the UK, USA or Australia. For the UK, transfers of data take place under the Adequacy decision adopted by the European Commission in June 2021³. For the remaining countries, transfers take place under the Standard Contractual Clauses as adopted by the European Commission in June 2021⁴.

❖ 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

³ More information available [here](#).

⁴ More information available [here](#).

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](#).