



## Data Protection Notice

### Eurofound Open Day 2024

17 May 2024

As an EU Agency, Eurofound embraces the need to protect your personal data. We, therefore, undertake to process it, as data controller, with respect to the applicable law<sup>1</sup>.

If after reading this notice you still have questions on the processing of your data, please contact us at [dataprotectionofficer@eurofound.europa.eu](mailto:dataprotectionofficer@eurofound.europa.eu). We will reply to you within one month.

#### Why do we need to process your data?

Eurofound is organising an Open Day in an effort to increase visibility, raise awareness, and raise the profile of the agency nationally, reaching out to local stakeholders, neighbourhoods and the community.

The Open Day provides an opportunity for visitors to find out more about Eurofound, our work, and our role within the EU family of institutions and agencies, the only EU Agency in Ireland. Additionally, the Open Day presents an occasion to collaborate with new and existing partners.

To ensure the proper organisation, operation, and management of the Open Day<sup>2</sup>, Eurofound needs to collect and further process your personal data. In particular, we need your data to:

- Organise catering;
- Take and publish photos;
- Allow access to Eurofound's premises;
- Facilitate (Live) web-streaming and/or audio and video recording; and
- Send an evaluation form.

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<sup>1</sup> [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 EUDPR).

<sup>2</sup> Registration is done using EU Survey. You can find more information [here](#).



## What is the legal basis for processing your data?

Processing of your personal data is necessary for the performance of tasks that Eurofound carries out in the public interest<sup>3</sup>, namely the organisation of events to disseminate Eurofound's work.

Some of your data, such as your likeness or voice, as well as the recording of messages, will be processed only upon your consent<sup>4</sup>. You can withdraw your consent at any time without needing to give reasons.

## What data do we need from you?

We need to process the following data:

- First and last name;
- Job title (student or other status);
- Name of the school/ university/organisation/group/club;
- Contact details (email address and mobile phone)<sup>5</sup>;
- Photographs and video;
- Comments /Image submitted via Kahoot; and
- Comments submitted in the evaluation form.

The majority of the photographs and videos being taken will not identify the participants. However, when raising questions and engaging in the discussion, participants may be photographed individually but only if they have given their consent.

Please note that a selection of photos and video captured at the event is uploaded to Eurofound's website, Youtube and social media platforms like Flickr<sup>6</sup>, Facebook<sup>7</sup>, Twitter<sup>8</sup> & LinkedIn<sup>9</sup> and YouTube<sup>10</sup>.

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<sup>3</sup> Article 5(1) (a) of the EUDPR and Articles 1 and 2 of [Eurofound Founding Regulation](#).

<sup>4</sup> Article 5(1) (d) of the EUDPR.

<sup>5</sup> Submission of these details will not be mandatory.

<sup>6</sup> You can find more information on how Flickr processes personal data [here](#).

<sup>7</sup> You can find more information on how Facebook processes personal data [here](#).

<sup>8</sup> You can find more information on how Twitter processes personal data [here](#).

<sup>9</sup> You can find more information on how LinkedIn processes personal data [here](#).

<sup>10</sup> You can find more information on how YouTube processes personal data [here](#).



### **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:

- Eurofound's staff members allocated to the Promotion and Communication Team; and
- Photographers/Videographers hired to take photos.

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

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

We need to retain your data for:

- The web registration form is deleted after 1 year; and
- Participant and visitor lists are held for 7 years. Further processing is possible for archiving purposes.

The following retention periods apply:

- The web registration form is deleted after 1 year;
- Participant and visitor lists are held for 7 years;
- Photographs are kept for 4 years;
- Other data submitted in relation to events and for which a particular retention period is not foreseen above are kept for 5 years.

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?**

No.

### **What are your rights?**

Within the limits set by the EUDPR, 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 [events@eurofound.europa.eu](mailto:events@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](#).