

Data Protection Notice

on Eurofound's Content Management System (website)

1. Introduction

Personal data processed in relation to the Content Management System (hereinafter referred to as 'CMS') for Eurofound's website 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 Head of the Information and Communication Unit and Head of Information and Communications Technology are the 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 CMS is used for the management of internal publishing workflows and interactions with contractors (who provide research services to Eurofound) as well as stakeholders (for reimbursement claims for meetings, and for managing access to an Extranet for the Management Board).

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

The processing of personal data is necessary for the management and functioning of Eurofound².

4. Which personal data do we collect and process?

The following personal data is processed:

- Contact details (name, email, organisation, work telephone number);
- Access logs; and

¹ OJ L 295 21.11.2018, p. 39-98.

² Article 5(1) (a) and recital (22) of Regulation (EU) 2018/1725.

- Comments contained in CMS submission forms.

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

Access to personal data is given to Eurofound's staff on a need-to-know basis, namely to the:

- Web Team, designated Eurofound staff;
- Contractors providing research services (e.g. the Network of Eurofound Correspondents)
- DG DIGIT for technical problems.

6. How long do we keep your personal data?

- CMS user accounts for the publication's workflow are deactivated at the end of the contractual period and deleted 2 years after that;
- CMS submission forms are retained for 5 years;
- CMS user accounts for the Extranet are deactivated when a Management Board or Advisory Committee member resigns and are deleted 2 years after that; and
- Claims for reimbursement for meetings are deleted after 1 year.

7. How do we protect and safeguard your data?

Access to the CMS requires an authentication based upon a UserID/password combination. Visibility of data is protected by segregation: the user can only access information within the scope of each responsibility entrusted to him/her.

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 the Information and Communication Unit (web@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.

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 (web@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).