

## DATA PROTECTION NOTICE

### on the processing of personal data in CVs and Dols of members of the Management Board

#### 1. Introduction

Personal data contained in Declarations of Interests (Dols) and CVs provided by members of the Management Board of Eurofound 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](#) (hereinafter referred to as 'Regulation no. 1725/2018' or 'EDPR')<sup>1</sup>.

The Head of 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?

In light of the principle of transparency and in response to calls by the European Parliament and the European Court of Auditors to reduce the potential for conflicts of interest on the Management Boards of EU Agencies, Declarations of Interests accompanied by short CVs of Management Board members are published on Eurofound's website.

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

The following categories of personal data are processed through the Dol forms:

- Full name;
- Position (member of the Management Board, member of an Advisory Committee, other concerned parties participating in Eurofound's activities); and
- Information about direct or indirect interests of relevance in the fields of work conducted by Eurofound
  - o Direct interest (financial benefits arising from, for example, employment, contracted work, investments, fees, etc.);
  - o Indirect financial interests e.g., grants, sponsorships, or other kind of benefits;
  - o Interests deriving from the professional activities of the Board

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

- member or his/her close family members;
- Any membership, role of affiliation in organisations/bodies/clubs with an interest in the work of Eurofound;
- Other interests or facts that the undersigned considers pertinent; and
- Signature.

The following categories of personal data are collected through the CV forms:

- Surname(s);
- First name(s);
- Country represented;
- Current professional position;
- Position on the Management Board (Member, Alternate, Chairperson, Deputy Chairperson, Coordinator, Observer);
- Membership of any Management Board committees (i.e. Advisory Committees);
- Starting date of (initial) mandate;
- Starting and ending dates of current mandate; and
- Photo.

The member may include additional information such as with regard to previous relevant professional positions.

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

By virtue of Article 4(4) of [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 \(Eurofound\)](#)<sup>2</sup>, each member and alternate on the Management Board of Eurofound shall sign a written statement at the time of taking office declaring that he or she is not in a situation of conflicts of interest and shall updated his or her initial statement in the case of a change of circumstances with regard to any conflict of interests. Eurofound shall publish the initial statements and their updates on its website.

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<sup>2</sup> OJ L 30, 31.1.2019, p. 74-89.



In line with Decision on Conflicts of Interests adopted by the Management Board on 16 June 2020, Dols and short CVs of members of the Board must be published on Eurofound's website. The processing of data is therefore based on Article 5(a) and (b) of Regulation (EU) 2018/1725.

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

The Dols and CVs of the members of the Management Board are publicly available on Eurofound's website.

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

Administrative records in relation to receipt and publication of the Dols and CV are stored for the duration of the mandate of the Management Board plus 3 years in Eurofound's secure document and records management system.

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

The Dols and CVs are stored directly on Eurofound's website. The security measures currently in place for Eurofound's website apply to this processing operation as well.

#### **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, for example profiling [evaluating or predicting your behaviour using automated tools]).

#### **10. What are your rights as a data subject and how can you exercise them?**

Within the limits set by the EDPR, 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 in writing the Head of Resources ([management.board@eurofound.europa.eu](mailto:management.board@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.

Should you feel that the processing infringes the data protection rules, you are entitled to raise a complaint with the European Data Protection Supervisor ([www.edps.europa.eu](http://www.edps.europa.eu)). Please find the complaints form at [https://edps.europa.eu/data-protection/our-role-supervisor/complaints/edps-complaint-form\\_en](https://edps.europa.eu/data-protection/our-role-supervisor/complaints/edps-complaint-form_en).

#### **11. 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 Resources ([management.board@eurofound.europa.eu](mailto:management.board@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) by using the following contacts:

**Address:** Wyattville Road, Loughlinstown, Dublin 18, Ireland

**@:** [dataprotectionofficer@eurofound.europa.eu](mailto:dataprotectionofficer@eurofound.europa.eu)

**Tel:** (+353 1) 204 3100

**Fax:** (+353 1) 282 64 56 / 282 42 09