

DATA PROTECTION NOTICE

on investigations by the DPO

July 2023

As an EU Agency, Eurofound embraces the need to protect your personal data. We, therefore, undertake to process it, 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?

The Data Protection Officer (or, DPO), at his or her initiative, at the request of Eurofound or one of its processors, the staff committee, or any individual, may investigate matters and occurrences directly relating to his or her tasks which come to his or her notice, and report back to the Executive Director (in the case of an own-initiative investigation) or to the person or body who commissioned the investigation.

Whilst carrying out said investigations, the DPO might need to process personal data.

Please be informed that no automated decisions will take place as a result of this processing operation.

What data do we need to process?

The exact categories of personal data may change from one investigation to another. In any case, the following personal data will be processed:

- Name, Title, Unit, Email address, Organisation of individuals commissioning the investigation, and
- Any personal data contained in any document and file which may be related to

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 EUDPR).

the investigation at stake.

Under what legal basis we process your personal data?

Processing is necessary for compliance with legal obligations² which are imposed on the DPO under Article 45, paragraph 2 of the EUDPR.

Who will process your data?

Data will be exclusively processed by the DPO or the Deputy DPO.

How do we protect your data?

Strict security procedures are followed to ensure that 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, and to prevent unauthorised access to that data,. The servers storing the information are kept in a secure environment with restricted physical access. IT systems use firewalls and other measures to restrict electronic access.

For how long will we retain your data?

Data will be retained for 10 years following the end of the investigation.

Do we transfer your data to outside the EU?

No.

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 withdraw your consent (if obtained). Just note that withdrawal of your consent does not affect the lawfulness of processing while your consent was valid.

² Article 5(1)(b) of the EUDPR.

You may contact us at dataprotectionofficer@eurofound.europa.eu with your request. 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 EUDPR. You will find more information [here](#).

Can your rights be restricted?

Pursuant to the Decision no. 21 of the Management Board of Eurofound adopting internal rules concerning restrictions of certain rights of data subjects in relation to the processing of personal data in the framework of the functioning of Eurofound³, your rights can be restricted for the following purposes:

- Important objectives of general public interest of the Union or of a Member State, in particular the objectives of the common foreign and security policy of the Union or an important economic or financial interest of the Union or of a Member State, including monetary, budgetary and taxation matters, public health and social security⁴;
- Monitoring, inspection or regulatory function connected, even occasionally, to the exercise of official authority in the cases referred to in points (a) to (c) of paragraph 1 of Article 25 of Regulation (EU) 2018/1725⁵; and
- Protection of the data subject or the rights and freedoms of others⁶.

The above restrictions may apply to the following rights: right of information to be provided to the data subject, right of access, rectification and erasure of personal data and right of restriction to the processing of personal data.

The restrictions can also apply to the obligation imposed upon Eurofound of communicating a personal data breach to the data subjects affected⁷, as well to the obligation of ensuring the confidentiality of electronic communications⁸.

³ Adopted 20 December 2019.

⁴ Article 25(1) (c) of Regulation (EU) 2018/1725.

⁵ Article 25(1) (g) of Regulation (EU) 2018/1725.

⁶ Article 25(1) (h) of Regulation (EU) 2018/1725.

⁷ Article 35 of Regulation (EU) 2018/1725.

⁸ Article 36 of Regulation (EU) 2018/1725.