

INFORMATION NOTE

The Agency would like to inform respondents of Network of Heads of Agencies and Heads of Administration surveys that the following data are being collected, organised, recorded, stored and consulted and disseminated in order to accommodate the Coordination needs.

- **EU agencies and institutions feedback on surveys related to the activities of the networks**

Purpose: The purpose of the processing of the personal data is to collect feedback from EU agencies and institutions relating to the activities of the Heads of Agencies and Administration networks.

The questionnaires request the identification of the agency and may request the name and email address of contact people in each agency.

Data Controller: The Data Controller is the Head of the Administration Department. This data is available on request by the Head of Department and only for the purposes listed above.

Legal Basis: The Legal basis of the processing operation for which the data are intended is Article 5 (a) of the Regulation 45/2001 and the Regulation 168/2007.

Access to the Data: Individual responses per agency are accessible by the Data Controller and FRA staff who are involved in the Agencies Coordination activities. Data from the surveys may be also be disseminated to other Agencies, primarily on an aggregated manner.

Data Subjects are informed of the following rights inline with Article 14, 15, 16, 17, 18 of Regulation 45/2001:

- **Right to access data** – The data subjects have the right to access data immediately upon request addressed to the Head of Department.
- **Right to block** – The data subjects can obtain from the Data Controller the blocking of data. They can request blocking of data by an E-mail or by fax sent to the Head of Department.
- **Right to rectify** – The data subjects can obtain from the Data Controller the rectification without delay of inaccurate or incomplete personal data.
- **Right to erase** – The data subjects have the right to have their data erased. This right is applicable if the processing of data is unlawful.
- **Right to object** – The data subjects have the right to object at any time, on compelling legitimate grounds relating to their particular situation, to the processing of data.



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- **Right to obtain notification to third parties** – If the personal data is disclosed to third parties, data subjects shall have the right to notify those third parties of any rectification, erasure or blocking of data. If, in case, data is disclosed to third parties, please write as following: *“The data subjects can obtain from the Controller the rectification without delay of inaccurate or incomplete personal data.”*
- **Right to have recourse** at any time to the European Data Protection Supervisor (EDPS).

Retention policy

1. **Submitted data** is stored for the period of 2 year after data submission until FRA's Troika term expires.
2. The personal data stored is: name, email address and position of agency's contact person for a particular activity.

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