

# INFORMATION NOTE



The Agency would like to inform respondents of Network of Heads of Communication and Information (HCIN) surveys that the following data are being collected, organised, recorded, stored and consulted and disseminated in order to understand the requirements of the HCIN network:

- **EU agencies and institutions feedback in the field of communications and contact persons related to HCIN activities**

**Purpose:** The purpose of the collection of the processing of the personal data is:

1. Collect feedback from EU agencies and institutions relating to the work of the HCIN network
2. To enable members of the HCIN network to follow up on communication and information related activities with staff from EU agencies and institutions via email.

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 Department CoR. 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 in the Communications and Outreach team who are involved in the HCIN activities. Data from the survey may be also be disseminated to communication staff from other agencies who are co-organising HCIN activities.

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.

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- **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.
- **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 1 year after data submission.
2. The data stored is: name of agency, descriptions of the agencies' communications activities and requirements for activities in 2014-2015, name, email address and position of agency contact person for a particular activity.

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