

## PRIVACY NOTICE

### *Bodies of the Agency (MB, EB, SC)*

The European Union Agency for Fundamental Rights (FRA) processes the personal data of a natural person in compliance with Regulation 2018/1725 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

This privacy notice explains FRA's policies and practices regarding its collection and use of your personal data, and sets forth your privacy rights. We recognise that information privacy is an ongoing responsibility, and we will update this notice where necessary.

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## PRIVACY NOTICE

### **1. Why do we collect personal data?**

The data are collected for the specific objective of the organisation of meetings, reimbursements of participants and elections of the Bodies of the Agency.

Meetings may be held online through the Cisco Webex application. The Agency will inform all meeting attendees how the meeting will be held. If the meeting will be recorded the application will display a red circle visible to all participants indicating that. Please find more information about Webex [here](#).

If the meeting is held online, voting will be conducted via an online tool.

### **2. What kind of personal data does the Agency collect?**

Data subjects submit their name, address, contact details like e-mail addresses, phone, mobile and fax numbers, postal addresses, CV (listing educational background and professional experience), bank account information, and information on their legal entity.

The extranet application that is used to share documents and other information with the Bodies of the Agency members does not use any third-party cookies and there is also no tracking.

If the meeting is held online, some more categories of personal data will be collected. Please see the specific privacy notice for more information.

If the e-voting tool is used, the following personal data will be collected: name, e-mail addresses, IP address

### **3. How do we collect your personal data?**

Data subjects submit their name, address, contact details like e-mail addresses, phone, mobile and fax numbers, postal addresses, CV (listing educational background and professional experience), bank account information, and information on their legal entity.

In relation to the use of the related FRA extranet (<https://extranet.fra.europa.eu/>) hosted and provided by the European Commission, the data subject's ECAS (identity management) account is utilized to provide the necessary access rights. Regarding the ECAS the related privacy notice is available here: <https://webgate.ec.europa.eu/cas/privacyStatement.html>

### **4. Who is responsible for the processing your personal data?**

The Agency is the legal entity responsible for the processing of your personal data and determines the objective of this processing activity. The Head of Institutional Cooperation & Networks Unit is responsible for this processing operation.

You can contact our Data Protection Officer at: [dpo@fra.europa.eu](mailto:dpo@fra.europa.eu).

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### **5. Which is the legal basis for this processing operation?**

Processing is necessary for organisation of meetings in which the data subject is involved in order to take steps at the request of the data subject, prior to entering into the organisation of the event, for the performance of tasks carried out in the public interest on the basis of the Treaties establishing the European Communities and in particular the Council Regulation (EC) No. 168/2007 establishing a European Union Agency for Fundamental Rights, as well as art. 5 (a) and (b) of the Regulation (EU) N° 2018/1725.

### **6. Who can see your data?**

CVs of the Management Board members and, after consent, of the other members of the Bodies of the Agency, are published on the website together with their declarations. For the SC members, not only CVs and Declaration of interest, but also a Commitment of independence and Declaration of confidentiality are published on the website. Contact details are circulated (after consent) amongst members of the same group.

In relation to FRA extranet use the Agency's assigned Digital services staff have access in order to provide any necessary technical support.

If the meeting is held online, Webex and its subprocessors will have access to certain categories of personal data. Please see the specific privacy notice for more information.

If the e-voting system is used, the following entities will have access to your personal data: ScytI France, SARL and its subprocessors (Civiciti)

### **7. Do we share your data with other organisations?**

Personal data is processed by the Agency, the Commission services that perform the reimbursements on behalf of the Agency and the entities mentioned above.

### **8. Do we intend to transfer your personal data to Third Countries/International Organizations?**

No.

### **9. When will we start the processing operation?**

We will start the processing operation in the first day of data submission.

### **10. How long do we keep your data?**

End of term of office plus 1 year. The personal data processed by the FRA extranet is removed once their term expires and access rights are removed.

If the e-voting system is used, the data is kept by ScytI for a maximum of 6 months, unless the immediate deletion is required by FRA.

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### 11. How can you control your data?

Under Regulation 2018/1725, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information. You are not required to pay any charges for exercising your rights except in cases where the requests are manifestly unfounded or excessive, in particular because of their repetitive character.

We will reply to your request without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

You can exercise your rights described below by sending an email request to [Elena.Balzarini@fra.europa.eu](mailto:Elena.Balzarini@fra.europa.eu)

#### 11.1. Your data protection rights

##### a. Can you access your data?

You have the right to receive information on whether we process your personal data or not, the purposes of the processing, the categories of personal data concerned, any recipients to whom the personal data have been disclosed and their storage period. Furthermore, you can have access to such data, as well as obtain copies of your data undergoing processing.

##### b. Can you modify your data?

You have the right to ask us to rectify your data you think is inaccurate or incomplete at any time.

##### c. Can you restrict us from processing your data?

You have the right to block the processing of your personal data when you contest the accuracy of your personal data or when the Agency no longer needs the data for completing its tasks. You can also block the processing activity when the operation is unlawful, and you oppose to the erasure of the data.

##### d. Can you delete your data?

You have the right to ask us to delete your data when the personal data are no longer necessary for the purposes for which they were collected, when you have withdrawn your consent or when the processing activity is unlawful. In certain occasions we will have to erase your data in order to comply with a legal obligation to which we are subject.

We will notify to each recipient to whom your personal data have been disclosed of any rectification or erasure of personal data or restriction of processing carried out in accordance with the above rights unless this proves impossible or involves disproportionate effort from our side.

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### **e. Can you request the transfer of your data to a third party?**

This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or for the performance of a contract or for entering into a contract and the processing is automated.

### **f. Do you have the right to object?**

Yes, you have the right to object when you have legitimate reasons relating to your particular situation. Moreover, you will be informed before your information is disclosed for the first time to third parties, or before it is used on their behalf, for direct marketing purposes.

### **g. Do we do automated decision making, including profiling?**

No.

## **12. What security measures are taken to safeguard your personal data?**

The Agency has several security controls in place to protect your personal data from unauthorised access, use or disclosure. We keep your data stored on computer systems with limited access to specified personnel only. Access to the extranet is achieved via a secure connection (<https://>).

## **13. What can you do in the event of a problem?**

a) The first step is to notify the Agency by sending an email [Elena.Balzarini@fra.europa.eu](mailto:Elena.Balzarini@fra.europa.eu) and ask us to take action.

b) The second step, if you obtain no reply from us or if you are not satisfied with it, contact our data protection officer (DPO) at [dpo@fra.europa.eu](mailto:dpo@fra.europa.eu).

c) At any time you can lodge a complaint with the EDPS at <http://www.edps.europa.eu>, who will examine your request and adopt the necessary measures.

## **14. How do we update our privacy notice?**

We keep our privacy notice under regular review to make sure it is up to date and accurate.

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