

Functioning of the FRA Pilot Youth Advisory Panel

The European Union Agency for Fundamental Rights (FRA or Agency) 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 data protection notice explains FRA's policies and practices regarding its collection and use of your personal data, and it sets forth your privacy rights. We recognize that information privacy is an ongoing responsibility, and we will update this notice where necessary.

1. [Why do we process personal data?](#)
2. [What kind of personal data does the Agency process?](#)
3. [How do we process your personal data?](#)
4. [Who is responsible for processing your personal data?](#)
5. [What is the legal basis for this processing operation?](#)
6. [Who can see your data?](#)
7. [Do we share your data with other organisations?](#)
8. [Do we intend to transfer your personal data to Third Countries/International Organisations?](#)
9. [When will we start the processing operation?](#)
10. [How long do we keep your data?](#)
11. [How can you control your data?](#)
 - 11.1. [Do we need your consent?](#)
 - 11.2. [Your data protection rights](#)
12. [What security measure are taken to safeguard your personal data?](#)
13. [What can you do in the event of a problem?](#)
14. [How do we update our data protection notice?](#)

1. Why do we process personal data?

The Fundamental Rights Agency (FRA) set up a new pilot Youth Advisory Panel to promote the active engagement of young people with fundamental rights in the EU and ensure that the voices of young people are heard and considered in FRA's own activities and decision-making process. To achieve this, it has launched a pilot project to establish a "Youth Advisory Panel" (hereafter "the Panel"). The Panel will serve as an advisory function to the FRA's Director and the Units, supporting the mainstreaming of young people views and perspectives into the activities of the Agency relating to fundamental rights in the EU.

The pilot project will run for two years. The Youth Advisory Panel consists of seven young people aged 18 to 25 years (born in 1999 to 2006) with experience in civil society work and/or youth advocacy.

In this framework, your personal data will be used and processed to organize the functioning of the Youth Advisory Panel Pilot. According to the activities foreseen in its [Terms of Reference](#), your personal data might be used:

- to process invitations;
- to organize online and in-person meetings (among the panel members and the FRA);
- to reimburse costs (where applicable);
- to contact specific persons in case of an emergency;
- to reserve hotels or accommodations;
- to exchange views and expertise;
- to follow up on the discussions;
- to ensure networking among the members and FRA;
- to provide input into FRA's documents, to prepare relevant documents for the Panel's functioning, such as the Rules of Procedure;
- to provide feedback on information and consultations;
- to adhere to the Code of Conduct of the Panel and to the Communication rules of the FRA;
- to ensure the facilitation of the panel through a professional facilitator;
- to communicate about the Panel on FRA's website, social media channels and other communication channels.

The processing by FRA of personal data of the selected applicants during the selection of the Youth Advisory Panel is covered by a separate [data protection notice](#).

2. What kind of personal data does the Agency process?

We will collect only the following personal data necessary for the processing operations described above.

(a) General personal data:

- Identification (name, surname, date of birth, gender/preferred personal gender pronouns, nationality(ies), citizenship, photo, ID copy)
- Contact details (postal address, email address, phone number, emergency contact);
- Employment details (work experience, languages, name and type of the employer/organisation, address of the employer/organisation)

- Education and training details
- Others:
 - Your opinions might be collected when recording online meetings.
 - Financial details for reimbursement of travel and accommodation:
 - financial identification form (including bank account information and possibly a bank statement)
 - Legal entity form: date, place and country of birth, identity document number, personal identification number, address, private phone, private email, possibly business data
 - A legible photocopy (recto/verso) of the identity card, passport or other identification document
 - Supporting documents (e.g. invoices, tickets, etc.)

(b) Special categories of data might be processed, if revealed incidentally by the members during the proceedings of the panel or when the processing by FRA is necessary for the organization of meetings (both online and face-to-face). This could be:

- data revealing racial or ethnic origin,
- political opinions
- religious beliefs
- data concerning sexual orientation
- Genetic, biometric or health data:
 - Voice: when meeting online: but this will be in no way stored by the Agency.
 - Pictures for communication purposes on the FRA's website and social media, on voluntary basis.
 - Dietary requirements, as needed for the organisation of in-person meetings.
 - Video-images: when meeting online: your image will be visible but in no way stored by the Agency. Identification details such as user name of the online video platform may be collected.
 - Data concerning disability, only if necessary to arrange for special accommodations for the participation in meetings of the panel, both online and face-to-face.

3. How do we collect and process your personal data?

3.a Information you provide us:

Certain categories of personal data mentioned in section 2 above, like contact details, employment and education details were collected by FRA during the selection phase of the Pilot Youth Advisory Panel when you included them in your application. FRA will use that information only as far it is necessary for the functioning of the pilot phase. We may also collect your personal data when you correspond with us by phone, email and live chat.

3.b Information we collect about you:

- Through the submission of your personal data for financial reimbursement – as mentioned under point 1. Data will be processed in this regard in line with FRA's data protection notice [here](#).
- When you participate in in-person meetings, you might be asked to provide your personal data, and in particular your dietary requirements and accessibility needs.
- When you participate in online meetings, identification details such as the username of the online video platform may be collected. FRA will hold video calls [via Teams](#) with the Panel Members in the context of its activities.
- Your opinions might be recorded in written and/or audio forms, either by the recording of online meetings, or in FRA's relevant documents.
- We will collect your picture for communication purposes (FRA website and social media) on voluntary basis.

4. Who is responsible for 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 Equality, Roma and Social Rights Unit is responsible for this processing operation.

5. What is the legal basis for this processing operation?

The processing operation is carried out in the public interest, and it is necessary to achieve the Agency's objectives. Cooperation with civil society is one of the tasks assigned to the Agency in Articles 4.1(h), 10 and 15.4(l) of Regulation (EC) 168/2007, amended by Council Regulation (EU) 2022/555 establishing a European Union Agency for Fundamental Rights.

By Decision DIR/001/2025, repealing and replacing decision DIR/005/2023,, the Director established FRA's Youth Advisory Panel (including a pilot phase) as part of FRA's planned activities to support EU efforts to implement the EU Rights of the Child Strategy, the EU Youth Strategy 2019-27, the Youth Guarantee and the Child Guarantee efforts and to provide a space for a structured wax of meaningful,

safe, inclusive, and participatory engagement of young people on fundamental rights in the EU.

The project is also foreseen in the [FRA's single programming document 2024-2026](#) - 2.3 – Youth engagement on fundamental rights in the FRA's work – FRA's Youth Advisory Panel.

Therefore, the processing is lawful in accordance with Article 5.1.(a) of Regulation 2018/1725.

In addition, processing of financial and bank account information in order to reimburse travel and accommodation expenses is necessary to comply with Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union.

Therefore, the processing operation is lawful in accordance with Article 5.1.(b) of Regulation (EU) 2018/1725.

For any other processing activity mentioned in section 1 not covered by the two lawful grounds mentioned above but which are necessary for the functioning of the panel, the members of the panel will be asked to provide their consent. For such activities, the processing is lawful in accordance with Article 5.1.(d) of Regulation 2018/1725 insofar as consent has been provided.

If the processing of the special categories of personal data referred to in section 2(b) takes place because the data subject voluntarily shares such information with FRA, the processing will be lawful under Article 10.(2)(a) of the same Regulation, as explicit consent will be given by the data subjects.

6. Who can see your data?

During the time of membership of the Pilot Youth Advisory Panel, a restricted number of staff members involved in handling the organization, the activities and meetings can access your personal data. These are:

- a) designated staff in the Equality, Roma and Social Rights Unit, on a need-to-know basis, who are administering the procedure, including the Head of Unit;
- b) staff dealing with financial and HR matters in the Administration Unit;
- c) team members supporting the project from other Units of the Agency, as appointed;
- d) the Director of the Agency and members of the Director's office.

In addition, some of your data might be shared with an external consultant that FRA will contract to facilitate the functioning of the panel.

Name and surname might be shared with hotels or other accommodation facilities.

In case of reimbursement of costs to the panel members, their financial and/or legal identification forms including supporting documents are transferred to the European Commission (DG Budget) in order to

validate data subjects' details in the European Union's accounting system ABAC, as indicated in the respective [data protection notice](#).

Personal data is not used for any other purposes or disclosed to any other recipient(s).

7. Do we share your data with other organisations?

Personal data is processed by the Agency only. However, the Agency might disclose your data for accommodation and catering purposes. In case we need to share your data with third parties, you will be notified to whom your personal data has been shared with.

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

FRA will not transfer your personal data to Third Countries or international organizations.

9. When will we start the processing operation?

We will start the processing operation after the selection of the members of the Panel.

10. How long do we keep your data?

Data will be stored on FRA's internal server in a secure environment according to data protection guidelines and kept for a maximum of 12 months after conclusion of the pilot phase of the Youth Advisory Panel, after which they will be deleted. If physical copies containing personal data are collected, they will be destroyed too after that period.

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

- FRA-YouthAdvisoryPanel@fra.europa.eu
- FRA - Data Protection Officer <dpo@fra.europa.eu>

11.1 Do we need your consent?

Since your participation is not mandatory, we need proof that you consented to the processing of your personal data for certain processing activities. In such cases, consent will be collected via email or consent form. You have the right to withdraw your consent at any time, and we will delete your data or restrict its processing. All processing operations up until the withdrawal of consent will still be lawful.

11.2 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 restrict the processing of your personal data. If you do, we can no longer process them, but we can still store them. In some exceptional cases, we will still be able to use them (e.g. with your consent or for legal claims). You have this right in a few different situations: when you contest the accuracy of your personal data, when the Agency no longer needs the data for completing its tasks, when the processing activity is unlawful, and finally, when you have exercised your right to object.

d. Can you request to have your data deleted?

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.

e. Are you entitled to data portability?

Data portability is a right guaranteed under Regulation 1725/2018 and consists in the right to have your personal data transmitted to you or directly to another controller of your choice.

In this case, this does not apply for two reasons:

I) in order for this right to be guaranteed, the processing should be based on automated means, however we do not base our processing on any automated means;

II) this processing operation is carried out in the public interest, which is an exception to the right to data portability in the Regulation.

f. Do you have the right to object?

When the legal base of the processing is “*necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body*” which is the case in most of our processing operations, you have the right to object to the processing. In case you object, we have to stop the processing of your personal data, unless we demonstrate a compelling reason that can override your objection.

g. Will your data be used for automated decision making, including profiling?

Your personal data will not be used for automated decision-making including profiling.

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 our internal servers with limited access to a specified audience only.

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

- a) The first step is to notify the Agency by sending an email to FRA-YouthAdvisoryPanel@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.
- c) You can lodge a complaint with the EDPS at any time at <http://www.edps.europa.eu>, who will examine your request and adopt the necessary measures.

14. How do we update our data protection notice?

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

END OF DOCUMENT