

*Justice and Home Affairs Agencies Network (JHAAN) Staff Visits Programme
under the European Union Agency for Fundamental Rights Presidency (2025)*

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 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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1. Why do we process personal data?

The purpose of processing of your personal data is to organise the 2025 Staff Visits Programme under the European Union Agency for Fundamental Rights (FRA or the Agency) Presidency of the Justice and Home Affairs Agencies Network (the Network) in 2025, through which the participating agencies (i.e. members of the Network that declared their interest to participate) can send out their staff members and/or host staff from other agencies, for a specific and limited period. The personal data will be processed to provide the necessary elements for matching the application submitted by you as staff member of a sending agency with the preferred profile of the applicant as described in the offer to host by the hosting agency to which you apply.

This programme gives the opportunity to the 9 agencies of the Network to send their staff members and/or to host staff from other agencies, for a specific and limited period.

The key objectives of the Staff Visits Programme are:

- To exchange best practices and knowledge in specific areas of interest/expertise.
- To provide visiting staff with an understanding of how the hosting agency operates in selected areas.
- To enhance professional development and strengthen inter-organisational relationships.
- To create opportunities for networking and social interaction between staff members of participating agencies.

Through participation in the staff visit, it is expected that staff will focus on learning, sharing experience and expertise, and engaging in discussions with the hosting agency. Each hosting agency should define specific areas of focus for visiting staff, ensuring relevance to their expertise and interests.

The Programme is part of the activities of Justice and Home Affairs Agencies Network (JHAAN); therefore, the scope of the exercise applies to the staff members of the 9 Agencies which comprise this Network. As chairing Agency of the Network in 2025, FRA will take on a coordination role. FRA will play an active role in the matching process of the hosting offers and applications. For this, general personal data from participants will need to be collected and shared with the hosting agencies, more precisely with designated staff members of the hosting agency, like the HR Contact Point (or the relevant contact point/team at the agency depending on the internal allocation of responsibilities) and the representatives of the host entity as described in the offer to host.

The data provided by you will be used to assess the matching with the preferred profile of the applicant as described in the offer to host.

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

We will collect only the following personal data necessary for the processing operation described above via the Offer/Application/Agreement Form:

- a) General personal data:
 - Personal details (name and surname of the HR contact person in the host agency, name and surname of the contact person in the sending agency, name and surname of the applicant)
 - Contact details (office email address and office number of the applicant)

- Employment details (job title of the applicant)
- Expertise and skills of the applicant and how those matches with the offer to host
- Other: availability and other additional information or requirements the applicant, signatures of the applicant (staff member), of the staff member's reporting officer and of the contact person of the hosting agency in the final visit agreement.

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

The personal data above will be provided by the applicant, the coordinating agency, the hosting agency, and the receiving agency as part of the Offer-Application-Agreement form and will be shared with the hosting agency via the coordinating agency (i.e. FRA has the Presidency of the JHA Network in 2025).

After the deadline to submit the application forms, the coordinating agency will organise the matching phase, sharing via email an initial compilation of the offers and applications with the participating agencies offering to host. Following an internal analysis, the hosting agencies should decide on the most suitable applications. As result of the matching phase, the hosting agencies could also suggest keeping some of the applicants on a waiting list and they should mark them in the list accordingly.

After the matches are confirmed, the process of concluding the agreements should be triggered by the two agencies (part III of the Offer/Application/Agreement Form). The agreement should be completed between the staff member, the sending agency and the hosting agency.

4. Who processes your personal data?

FRA is the legal entity responsible for the processing of your personal data and determines the objective of this processing activity in accordance with its role as coordinator of the Staff Visits Program. FRA Head of Unit Administration is responsible for this processing operation.

The sending agency processes the personal data of their staff applying to the Staff Visits Programme included in the application form and the hosting agency processes the personal data included in the application form of the staff members of the sending agency and received from FRA as coordinating agency, in accordance with the applicable data protection rules and processing operations.

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

The processing activity is necessary for the performance of the tasks carried out by FRA is the public interest to achieve the objectives set out in its Work Programme and is necessary for the management and functioning of the Agency. In particular, Article 6.1(a) and (b) of the FRA Founding Regulation (Council Regulation (EC) No. 168/2007 establishing a European Union Agency for Fundamental Rights as amended by Regulation (EU) 2022/555) foresees the coordination of information networks and use of existing networks as one of the working methods of the Agency. Moreover, Article 7 provides that the Agency shall ensure appropriate coordination with relevant Union bodies, offices and agencies.

Also, as result of the assessment of the Justice and Home Affairs Agencies' Network (2021 Report), recommendation 6: "It is recommended that the Network continues to implement awareness raising activities directed at both external and internal stakeholders. Among the initiatives worth considering are to: (...) • Carry-out staff exchange programmes"

Participating agencies may have additional legal bases stemming from their respective mandates.

Therefore, the processing is lawful under Article 5.1.(a) of the Regulation (EU) No 2018/1725.

Participation in the JHAAN Staff Visits programme is not mandatory. By submitting their application forms to participate in the JHAAN Staff Visits programme, the staff members provide their consent to the processing of the personal data as described in this data protection notice.

Therefore, processing is also in accordance with Article 5.1(d) of Regulation (EU) No 2018/1725.

6. Who can see your data?

6.1 Designated FRA staff members

During the matching phase of the JHAAN Staff Visits programme, a restricted number of staff members from the coordinating agency, which oversee managing the programme, will have access to the personal data included in the application forms. These include designated staff from the Human Resources, Legal and Planning Sector within the Administration Unit, and the JHAAN Presidency Team assigned in the Institutional Cooperation and EU Charter , and the FRA unit that offer to host you as staff member of another agency.

6.2 Recipients outside FRA

The hosting agency (i.e. offering a position to host) and your agency, which act as sending agency. For processing your application, a restricted number of staff members from your agency and the hosting agency (the agency for which you apply) have access to your data. The functions that can have access are the designated JHAAN Contact Points, the HR Contact Points or the relevant contact point/team at the agency, and the host entity within the agency to which you apply.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

7. Do we share your data with other organisations?

Personal data is processed by the Agency only and is shared with the hosting agency to which you applied and for which you have provided your consent by sending out the application form. In case that we need to share your data with other 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

No, your data will not be transferred to any Third Countries/International Organizations.

9. When will we start the processing operation?

FRA will start the processing operation from the date of launching the call for applications, namely from April 2025.

10. How long do we keep your data?

FRA only keeps your personal data provided in your application for the time necessary to fulfil the purpose of collection or further processing, namely from the date of launching the call for applications, to 31 December 2025. The same retention period applies to the hosting agency.

If the sending agency needs to keep any of the personal data mentioned in section 2 for the purposes of processing mission orders of applicants, the retention period specified in the data protection notice for missions of the respective agency applies.

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 hr@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 to take part in the JHAAN Staff Visits Programme. As indicated in the application form, by submitting your application (i.e. Part II of the Offer-Application-Agreement form), you agree to share the information with the coordinating Agency and the host Agency. You have the right to withdraw your consent at any time, and we will delete your data or restrict its processing and you will be excluded from further participation in the programme. 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 2018/1725 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. Do we do automated decision making, including profiling?

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

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

FRA as coordinating agency, as well as the participating agencies have 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 FRA or the HR contact point in your agency by sending an email to hr@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 FRA's Data Protection Officer (DPO) at 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 data protection notice?

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

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