

**RECORD OF PROCESSING ACTIVITY  
ACCORDING TO ARTICLE 31 REGULATION 2018/1725<sup>1</sup>  
NOTIFICATION TO THE DATA PROTECTION OFFICER**

**NAME OF PROCESSING OPERATION<sup>2</sup>: Meetings of the Survey Review Steering Committee**

<b>Reference number: DPR-2026-257</b> (to be completed by the DPO)
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<b>Version:</b> 1

Part 1 (Publicly available)

<b>1) Controller(s)<sup>3</sup> of data processing operation (Article 31.1(a))</b>
<p><b>Controller:</b> European Union Agency for Fundamental Rights (FRA) Schwarzenbergplatz 11, A-1040 Vienna, Austria <b>Telephone:</b> +43 1 580 30 – 0 <b>Email:</b> <a href="mailto:contact@fra.europa.eu">contact@fra.europa.eu</a> Organisational unit <b>responsible<sup>4</sup></b> for the processing activity: Justice, Digital and Migration <b>Contact details:</b> <a href="mailto:surveyreview@fra.europa.eu">surveyreview@fra.europa.eu</a> <b>Data Protection Officer (DPO):</b> <a href="mailto:dpo@fra.europa.eu">dpo@fra.europa.eu</a></p>

<b>2) Who is actually conducting the processing? (Article 31.1(a))<sup>5</sup></b>
<p>The data is processed by the <b>FRA itself</b> <input checked="" type="checkbox"/></p> <p>Data is also processed by a third party <input checked="" type="checkbox"/></p>

<sup>1</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1725>

<sup>2</sup> **Personal data** is any information relating to an identified or identifiable natural person, i.e. someone who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity. This information may, for example, be the name, date of birth, a telephone number, biometric data, medical data, a picture, professional details, etc.

**Processing** means any operation or set of operations which is performed on personal data, whether or not by automatic means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

<sup>3</sup> In case of more than one controller (e.g. joint FRA research), all controllers need to be listed here

<sup>4</sup> This is the unit that decides that the processing takes place and why.

<sup>5</sup> Is the FRA itself conducting the processing? Or has a provider been contracted?

For email correspondence to carry out the activities that FRA undertakes in the context of work of the Survey Review Steering Committee, including organisation of in-person meetings as well as online meetings in Teams, FRA uses [Microsoft Office 365](#) cloud-based services.

Therefore, Microsoft Ireland acts as FRA processor for this purpose. FRA is part of Microsoft ILA 2025 Data Protection Terms signed between the European Commission and Microsoft which includes a set of improvements specific to the data protection safeguards in place for M365.

The contact point for all processing operations is the Agency.

### **3) Purpose of the processing (Article 31.1(b))**

*Why are the personal data being processed? Please provide a very concise description of what you intend to achieve with the processing operation. Specify the rationale and underlying reason for the processing and describe the individual steps used for the processing. If you do this on a specific legal basis, mention it as well (e.g. staff regulations for selection procedures).*

The purpose of the processing of the personal data is the organisation of online, hybrid and in-person meetings (or workshops) of the Survey Review Steering Committee (the Steering Committee), established by FRA to follow and provide feedback on the work FRA has contracted as part of a survey review and scenario development exercise that sets out to examine whether and how FRA surveys are 'fit for purpose' and 'future proof'.

The Steering Committee is composed of external experts in survey research, including knowledge of policy, nominated by invitation letters of 15 September 2025 (Ares reference 2005/7704100).

The organisation of in-person, online and/or hybrid meetings encompasses handling invitations and attendance, internal reporting, as well as taking appropriate event follow-up actions, such as feedback collection.

More specifically, FRA, as the organiser of the meetings, may carry out some or all of the following processing activities:

- collection of contact details, provided by members upon their nomination to the Survey Review Steering Committee
- handling registration and attendance;
- correspondence with participants;
- preparation of the agenda and supporting documents;
- meeting follow up actions such as report, minutes, distribution of reports/minutes, feedback on reports;
- For in person meetings: giving access to premises, reimbursement of accommodation, daily allowance and travel expenses;

- For online or hybrid meetings: sending out Teams invitations with access to the online meeting;

Via email correspondence we will also collect personal data to allow FRA to organize the meetings and/or the payment of reimbursable costs, as communicated to the participating experts.

#### 4) Description of the categories of data subjects (Article 31.1(c))

*Whose personal data are being processed?*

FRA staff

Non-FRA staff   
(members of the Survey Review Steering Committee)

#### 5) Categories of personal data processed (Article 31.1(c))

*Please tick all that apply and give details where appropriate*

##### (a) General personal data

Personal details: civic title, first name, surname, gender

Contact details:   
e-mail address, phone, mobile phone numbers (optional)

Education & Training details   
For the list of participants, FRA may collect participants' educational background.

Employment details (function/title, name, and type of the employer/organisation)

Financial details

For participants for whom FRA will reimburse travel, daily allowance and accommodation, the following data will be collected for the processing of the payments in SUMMA :

- Business partners – legal entities and bank accounts identification form, accompanied by a legible copy of the identity document and/or extracts of the bank account;
- Supporting documents (e.g. invoices, tickets, etc.)

If FRA sees that an expert or their employer is already registered in SUMMA, it will ask the expert to verify the accuracy of their information therein by sharing their IBAN number with FRA. For more details on the processing of personal data for the registration of business partners in SUMMA, refer to the [data protection notice of the European Commission](#).

Family, lifestyle and social circumstances

Goods or services provided	<input type="checkbox"/>
Other (please give details):	<input checked="" type="checkbox"/>
For online/hybrid meetings in Teams:	
<ul style="list-style-type: none"> <li>- Questions, comments, and messages via chat (only for the purpose of minutes taking)</li> <li>- Voting and/or polling (if applicable)</li> <li>- IP address and connection details, name, surname, country of origin, profession, organisation and email when connecting to Microsoft Teams platform. Please refer to the <a href="#">Microsoft 365 data protection notice</a>.</li> </ul>	
<b>(b) Special categories of personal data (Article 10)</b>	
The personal data collected reveal:	
Racial or ethnic origin	<input type="checkbox"/>
Political opinions	<input type="checkbox"/>
Religious or philosophical beliefs	<input type="checkbox"/>
Trade union membership	<input type="checkbox"/>
Genetic, biometric or data concerning health	<input type="checkbox"/>
Information regarding an individual's sex life or sexual orientation	<input type="checkbox"/>
N/A	<input checked="" type="checkbox"/>
<b>(c) Personal data relating to criminal convictions and offences (Article 11)</b>	
Criminal record (or similar, e.g. declaration of good conduct)	<input type="checkbox"/>
N/A	<input checked="" type="checkbox"/>

<b>6) Recipient(s) of the data (Article 31.1 (d))</b>	
<i>Recipients are all parties who have access to the personal data. Who will have access to the data <b>within</b> FRA? Who will have access to the data <b>outside</b> FRA? No need to mention entities that may have access in the course of a particular investigation (e.g. OLAF, EO, EDPS).</i>	
Designated <b>FRA staff members</b> (Justice, Digital and Migration Unit)	<input checked="" type="checkbox"/>
A restricted number of FRA staff responsible for organising the meetings has access to your personal data. A restricted number of staff in the Administration Unit (Finance Sector) has access to the financial data when the reimbursement of travel or accommodation expenses is necessary. Assigned staff from the Administration Unit (Digital Services Sector) might have access to some personal data necessary to provide technical support.	
Recipients <b>outside</b> FRA:	<input checked="" type="checkbox"/>

In case of reimbursement of costs to experts, their financial and/or legal identification forms incl. supporting documents are transferred to the European Commission (DG Budget) in order to validate data subjects' details in the European Union's accounting system SUMMA (see [data protection notice](#)).

Moreover, restricted staff of FRA's processor (Microsoft), which is bound by specific contractual clauses for any processing operations of experts' personal data on behalf of FRA, and by the confidentiality obligations deriving from Regulation (EC) 2018/1725), might have access to some personal data as indicated in the respective data protection notice referred to above.

## 7) Transfers to third countries or international organisations (Article 31.1 (e))<sup>6</sup>

*If the personal data are transferred outside the European Economic Area or to international organisations, this needs to be specifically mentioned, since it increases the risks of the processing operation.*

### **Transfer outside of the EU or EEA**

Yes

No

No, the personal data of the participants to the event will not be transferred to Third Countries or International Organisations.

However, Microsoft Office 365 cloud-based services (MS Outlook, Teams, and DMS Sharepoint) are used for the purposes of centralizing email communications related to work of the Steering Committee and the organisation of meetings. FRA is part of Microsoft ILA 2025 Data Protection Terms signed between the European Commission and Microsoft which includes a set of improvements specific to the data protection safeguards in place for M365. Personal data stored and processed by M365 within the EU and EFTA regions (EU Data Boundary). Transfers of personal data for M365 outside the EU or EFTA got strictly limited to specific purposes such as security, resiliency, and customer-initiated actions. Any (residual) transfers to non-adequate jurisdictions are limited to a small number of countries. All transfers must follow documented instructions. It is a hypothetical possibility that Microsoft cannot exclude with the necessary level of guarantee. Microsoft 365 is included in the 'Data Privacy Framework List' and therefore, any transfer to the US is based on the [Commission Implementing Decision of 10 July 2023 on the adequate level of protection of personal data under the EU-US Data Privacy Framework](#).

**If yes, specify to which country:**

### **Transfer to international organisation(s)**

Yes

No

<sup>6</sup> **Processor** in a third country using standard contractual clauses, a third-country public authority you cooperate with based on a treaty. If needed, consult your DPO for more information on how to ensure safeguards.

If yes specify to which organisation:

***Legal base for the data transfer***

Transfer on the basis of the European Commission's adequacy decision (Article 47)

Transfer subject to appropriate safeguards (Article 48.2 and .3), specify:

a)  A legally binding and enforceable instrument between public authorities or bodies.

Standard data protection clauses, adopted by

b)  the Commission, or

c)  the European Data Protection Supervisor and approved by the Commission, pursuant to the examination procedure referred to in Article 96(2) .

d)  Binding corporate rules,  Codes of conduct ,  Certification mechanism pursuant to points (b), (e) and (f) of Article 46(2) of Regulation (EU) 2016/679, where the processor is not a Union institution or body.

Subject to the authorisation from the European Data Protection Supervisor:

Contractual clauses between the controller or processor and the controller, processor or the recipient of the personal data in the third country or international organisation.

Administrative arrangements between public authorities or bodies which include enforceable and effective data subject rights.

Transfer based on an international agreement (Article 49), specify:

***Derogations for specific situations (Article 50.1 (a) –(g))***

N /A

Yes, derogation(s) for specific situations in accordance with article 50.1 (a) –(g) apply In the absence of an adequacy decision, or of appropriate safeguards, transfer of personal data to a third country or an international organisation is based on the following condition(s):

(a) The data subject has explicitly consented to the proposed transfer, after having been informed of the possible risks of such transfers for the data subject due to the absence of an adequacy decision and appropriate safeguards

(b) The transfer is necessary for the performance of a contract between the data subject and the controller or the implementation of pre-contractual measures taken at the data subject's request

(c) The transfer is necessary for the conclusion or performance of a contract concluded in the interest of the data subject between the controller and another natural or legal person

(d) The transfer is necessary for important reasons of public interest

(e) The transfer is necessary for the establishment, exercise or defense of legal claims

(f) The transfer is necessary in order to protect the vital interests of the data subject or of other persons, where the data subject is physically or legally incapable of giving consent

(g) The transfer is made from a register which, according to Union law, is intended to provide information to the public and which is open to consultation either by the public in general or by any person who can demonstrate a legitimate interest, but only to the

extent that the conditions laid down in Union law for consultation are fulfilled in the particular case.

### 8) Retention time (Article 4(e))

*How long will the data be retained and what is the justification for the retention period? Please indicate the starting point and differentiate between categories of persons or data where needed (e.g. in selection procedures candidates who made it onto the reserve list vs. those who didn't). Are the data limited according to the adage "as long as necessary, as short as possible"?*

Information and personal data collected by FRA in the context of the organization of meetings of the Steering Committee will be kept for one year after the event.

The data related to the business partners (legal entities and bank account) form is kept for a maximum of 10 years after the last transaction of data related to the data subject (please refer to the relevant data protection notice [here](#)).

### 9) Technical and organisational security measures (Article 31.1(g))

*Please specify where/how the data are stored during and after the processing; please describe the security measures taken by FRA or by the contractor*

#### How is the data stored?

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| Document Management System (DMS) | <input checked="" type="checkbox"/> |
| FRA network shared drive         | <input checked="" type="checkbox"/> |
| Outlook Folder(s)                | <input checked="" type="checkbox"/> |
| CRM                              | <input type="checkbox"/>            |
| Hardcopy file                    | <input type="checkbox"/>            |
| Cloud ( <a href="#">MS 365</a> ) | <input checked="" type="checkbox"/> |
| Servers of external provider     | <input checked="" type="checkbox"/> |

The data is collected and stored in a secured and protected database hosted by the Data Centre of the European Commission

### 10) Exercising the rights of the data subject (Article 14 (2))

*How can people contact you if they want to know what you have about them, want to correct or delete the data, have it blocked or oppose to the processing? How will you react?*

See further details in the Data Protection notice. To exercise your rights, please send an e-mail to [justice\\_security@fra.europa.eu](mailto:justice_security@fra.europa.eu)

**Data subject rights**

- Right of access
- Right to rectification
- Right to erasure (right to be forgotten)
- Right to restriction of processing
- Right to data portability
- Right to object
- Notification obligation regarding rectification or erasure of personal data or restriction of processing
- Right to have recourse
- Right to withdraw consent at any time