

## PRIVACY NOTICE

### [FRA Website and Web Services Data](#)

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.

1. [Why do we collect personal data?](#)
2. [What kind of personal data does the Agency collect?](#)
3. [How do we collect your personal data?](#)
4. [Who is responsible for the processing your personal data?](#)
5. [Which 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 Organizations](#)
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. [The value of 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 privacy notice?](#)

## PRIVACY NOTICE

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

The Agency collects personal data for:

1. The purpose of settings cookies is to store user settings and preferences such as language, font size, tenders subscribed to, etc. This enables the Agency to provide an improved user experience as the user does not have to keep re-entering the same data whenever they re-visit the FRA website.
2. The purpose of the analytics cookies is to identify whether or not the user has consented to be tracked and, if they have consented, to provide a unique ID to enable the tracking function.
3. The purpose of the multimedia cookies is to enable the playback of videos if the user has consented to the use of such cookies.
4. The purpose of the web analytics tool is to enable FRA to understand better which are the most popular topics, pages, reports, etc. on its website, by collecting and analysing data on visits to and downloads from the website.
5. Other purposes are (i) to enable FRA to provide the subscribed users with services regarding recruitment, procurement, access to documents and (ii) to provide a more personalised service via e-mail alerts, etc.

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

The data processed consist of the following categories:

**1. A) Cookies:** session cookies containing user settings and preferences (e.g. font size, language, etc.). For other cookies see 1. B), 2. B) below.

When a user first visits the website, they are informed about the cookies and analytics used via a banner based on the EU Commission's Cookie Consent Kit. If the user declines to accept cookies, a first party cookie is set with the user preference and no further cookies are set, and no user tracking is done (see section 1b below). If the user declines cookies, any sections of the website requiring the use of cookies, for example viewing videos, will display a message in place of the restricted content to say that content is not available because cookies have not been accepted. For more details, see the Cookies section on the About this website page.

**1. B) Analytics:** first-party cookie containing unique user ID; IP address of visitors anonymised with 2 bytes masked; browsing information (e.g. pages visited or files downloaded).

The analytics tool used is Piwik, which has been recommended by various independent bodies (ULD, Germany and CNIL, France) as privacy-compliant web analytics software. When a user first visits the website, they are informed about the cookies and analytics used via a banner. The JavaScript tracking function of the analytics software (Piwik) requires cookies to work, therefore if the user declines to accept cookies, a first party Piwik cookie is set with the user preference and no user tracking is done. If the user accepts cookies, a first party Piwik cookie is set containing a unique user ID and the user's browsing information is sent to the web analytics software which is hosted on FRA web server located in Bilbao, Spain. In addition, server logbased analytics store browsing information including an anonymised IP

## PRIVACY NOTICE

address with 2 bytes masked on the FRA web server. The user can revoke their consent to be tracked at any time by clicking the Object to Piwik use link on the About this website page.

**2. A) Applicants for vacancies, selections or internships:** user name, address, contact details, date of birth, gender, nationality, languages, education and qualifications, work history.

Users who apply for vacancies, selections or internships are requested to submit certain personal data including name, address, and contact details as part of their application. For full details see the Privacy statement on recruitment and the Privacy statement on internship.

**2. B) Subscribers to procurement updates:** E-mail address, and optionally name, address and organisation; first-party cookie(s) containing ID number of tender(s) subscribed to.

Users who subscribe to receive updates on Calls for Tender are requested to submit their e-mail address and optionally their name, address and organisation to receive updates. Subscribing sets a first party cookie containing the ID number of the tender. This cookie controls the display of the "Register for updates on this Call for tender" form that appears on each Call when the user visits it for the first time. Users may unsubscribe at any time by clicking the "Unsubscribe" button on the relevant Call for Tender, which also deletes the cookie for that Call. For full details, please see the statement on Protection of personal data in relation to procurement procedures and contract management.

**2. C) Subscribers to e-mail alerts:** Name, e-mail address.

Users may subscribe to FRA e-mail alerts to receive monthly or weekly updates on themes of their choice. Subscribers to e-mail alerts are requested to provide their name and e-mail address when subscribing. They may edit their data at any time or delete their data entirely by logging in to their user account and clicking the "Cancel account" button. An automated process ensures that 12 months after the registration, the user has to confirm the subscription or they will be removed from the system.

**2. D) Users who request access to documents:** name, address, contact details.

Users who request access to documents are requested to submit certain personal data including name, address, and contact details as part of their application. For full details see the Information note for data subjects requesting access to documents.

**2. E) Users who contribute case studies/feedback for JUG toolkit:** name, organisation, contact details, case study details.

**2. F) Users who take part in online surveys or consultations:** varies according to survey. For more details, see the specific Information notes accompanying the surveys and consultations, which can be found on the starting page of each online survey or consultation and also on the Data protection page.

## **PRIVACY NOTICE**

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

When you use our websites, we automatically collect information about your device, use of cookies, including your IP address, information about your visit (including how you got to our websites) and how you use our services. We may combine this information with other information you have provided to us or which we have received from other sources).

### **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 Communications & Events Unit is responsible for this processing operation.

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

The lawfulness of the processing of personal data is found under under Article 5(a) of the Regulation (EU) No 2018/1725.

In addition, since the participation in the job application is not mandatory, the processing of the personal data is also in accordance with Article 5(d) of Regulation (EU) No 2018/1725.

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

During this process, your personal data can be accessed by:

1. The selected FRA staff of the relevant units;
2. The authorised staff of the FRA web contractors based in EU countries that are compliant with the EU Data Protection Regulation.

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

Personal data is processed by the Agency only. In case that 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?**

No.

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

The date when the data subject visits the website and, where applicable, the data subject submits personal data (e.g. subscribers to email alerts, applicants for vacancies, etc.).

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

1. A) Cookies: Session cookies – expire at the end of session; Tender subscription cookies – 1 year; Analytics cookies – 13 months;

1. B) Analytics: Piwik log data – 180 days; Web server log data – 54 weeks;

## PRIVACY NOTICE

2. A) Applicants for vacancies, selections or internships: 5 years;

2. C). Subscribers to e-mail alerts: 1 year;

2. E) Users who contribute case studies/feedback for JUG toolkit: For as long as toolkit is online;

2. B), 2. D), 2. F) Other subscribed users: varies – see the individual Information notes for details (see links in section Processing Operations above).

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

You can access, modify or delete your personal data by sending an email request to [information@fra.europa.eu](mailto:information@fra.europa.eu). More details are provided below.

#### 11.1. How valuable is your consent for us?

Since the processing is lawful because “the data subject has unambiguously given his or her consent”. Therefore, you have the right to withdraw your consent at any time, and we will delete your data or restrict its processing.

#### 11.2. Your data protection rights

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on the aim of processing of your information. You are not required to pay any charges for exercising your rights.

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

You have the right to receive confirmation whether or not we process your personal data. Furthermore, you can have access to such data, as well as obtain copies of your data undergoing processing, at any time and free of charge, by sending an email request to [information@fra.europa.eu](mailto:information@fra.europa.eu). The Agency will address the request within 15 working days from the receipt of the request.

##### 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 by sending an email request to [information@fra.europa.eu](mailto:information@fra.europa.eu). The Agency will address the request within 15 working days from the receipt of the request.

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

You have the right to block the processing of your personal data at any time by sending an email request to [information@fra.europa.eu](mailto:information@fra.europa.eu), 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. The Agency will address the request within 15 working days from the receipt of the request.

## PRIVACY NOTICE

### d. Can you delete your data?

You have the right to ask us to delete your data when the processing activity is unlawful, at any time by sending an email request to [information@fra.europa.eu](mailto:information@fra.europa.eu). The Agency will address the request within 15 working days from the receipt of the request.

### 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 under, or in talks about entering into a contract and the processing is automated.

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

Yes, you have the right to object at any time by sending an email request to [information@fra.europa.eu](mailto:information@fra.europa.eu), 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.

The Agency will address your requests within 15 working days from the receipt of the request.

### 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 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 [information@fra.europa.eu](mailto:information@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.

END OF DOCUMENT