



European Labour Authority

DATA PROTECTION OFFICER

RECORD OF PROCESSING OPERATIONS ON PERSONAL DATA

DPR-ELA-2022-0022 : ELA Public consultations/Survey/Questionnaires/Quiz

1 PART 1: PUBLIC - RECORD (ARTICLE 31¹)

1.1 GENERAL INFORMATION

Record reference	DPR-ELA-2022-0022
Title of the processing operation	ELA Public consultations/Survey/Questionnaires/Quiz
Controller entity	European Labour Authority, Governance and Coordination Unit, Communication Team, (ELA Communication Team)
Joint controllers	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> YES, fill in details below
Processor(s)	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> YES, fill in details below
Internal organisation(s)/entity(ies) Names and contact details	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> YES
External organisation(s)/entity(ies) Names and contact details	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> YES The Unit/Team launching the targeted consultation may decide to involve an external company for conducting it. In case an external company conducts any processing of personal data for the purpose described in the present record, the external company is a processor pursuant to Article 3(12) of Regulation 2018/1725. It is the responsibility of the organisational entity launching the targeted consultation to ensure compliance with Article 29 of Regulation 2018/1725. For M365 and ELA's cloud: Microsoft Ireland South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland
Data Protection Officer Name and contact details	Laura NUNEZ BAREZ Landererova 12, 811 09 Bratislava I Slovakia Email: data-protection@ela.europa.eu
Corporate Record	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Language of the record	English

¹ Pursuant to **article 31** of the new data protection regulation for EU institutions and bodies (**Regulation (EU) 2018/1725**) each controller and processor have to maintain a **record of processing activities** under its responsibility that contains at least the information listed under that article.

1.2 PURPOSE AND DESCRIPTION OF THE PROCESSING

1.2.1 Purpose

The European Labour Authority (ELA) aims to obtain feedback on its work and activities from the different Authority's stakeholders. In addition, ELA may be interested to monitor and to evaluate public opinion in the Authority and/or a broad range of thematic issues relating to it and its policies. The data are used to feed the Authority's performance monitoring framework including external evaluations and performance indicators and for learning and improvement purposes.

A targeted consultation may also be necessary to obtain the views of ELA staff in order to inform the ELA's human resource management necessary for the functioning of the institution. A targeted consultation activity addresses specific, well-defined stakeholder groups and invites them to participate.

It can be online, via e-mail and in writing but also oral through interviews and meetings (for example, a focus group, workshop or conference). The processing of personal data is therefore necessary to carry out a targeted consultation.

Certain targeted consultations may use the Commission's online questionnaire tool [EUSurvey](#) which requires login via EULogin.

EULogin requires certain personal data such as name, surname and e-mail address of the registrant. For further information on EULogin and EUSurvey please refer to the dedicated processing operations:

In the European Labour Authority:

Record [DPR-ELA-2023-0014 Identity & Access Management Service - EU Login](#)

In the European Commission:

Record DPO register: DPR-EC-03187 "[Identity & Access Management Service \(IAMS\)](#)"

Record DPO register: DPR-EC-01488 "[EUSurvey](#)".

1.2.2 Processing for further purposes

- Archiving in the public interest
- Scientific or historical research purposes
- Statistical purposes

Safeguards in place to ensure data minimisation

- Pseudonymisation
- Any other, specify

If possible, the survey/questionnaires will be anonymous/linked to legal entities or organisations

1.2.3 Modes of processing

1. Automated processing (Article 24)
 - a. Computer/machine
 - i. automated individual decision-making , including profiling
 - ii. Online form/feedback
 - iii. Any other, specify
EU Survey
Photographs, audio or videorecording of data subjects, if applicable.
2. Manual processing
 - a. Word documents
 - b. Excel sheet
 - c. Any other, specify
3. Any other mode, specify

Power-Point presentations, pdf-documents, e-mails.

Description

Contributions and submissions under the various targeted consultation mechanisms may be subject to collection, analysis, recording, organisation, filing, storage, adaptation, retrieval, consultation, use, disclosure, dissemination, publication and erasure.

In some specific cases, the views expressed by the respondents to a targeted consultation will be published on a Europa website, either as received, in the form of a summary report or included in a wider policy document. The identity of the stakeholder or respondent, insofar it concerns a natural person, is only published if the stakeholder or respondent consents to the publication of his/her identity. Should the subject matter of a targeted consultation require respondents to provide personal data in their response, these will only be published subject to explicit consent of the data subject.

1.2.4 Storage medium

- 1. Paper
- 2. Electronic
 - a. Digital (MS documents (Word, Excel, Powerpoint), Adobe pdf, Audiovisual/multimedia assets, Image files (.JPEG, .PNG, etc.))
 - b. Databases
 - c. Servers
 - d. Cloud
- 3. External contractor premises

Description:

In case data are stored on a contractor’s server (if an external company acts as a processor), contractors are bound by a specific contractual clause for any processing operations carried out on behalf of the Commission, and by the confidentiality obligations deriving from the General Data Protection Regulation.

1.2.5 Comments on the processing of the data

EU Survey will imply the process of personal data through this tool. This tool belongs to the European Commission and personal data are covered by Record “DPR-EC-01488 EUSurvey”.

1.3 DATA SUBJECTS AND DATA CATEGORIES

1.3.1 Data subjects' categories

1. Internal to organisation	ELA staff
2. External to organisation	Every individual who is subject to/responds to a targeted consultation.

1.3.2 Data categories/fields

Only personal data necessary for participation in the targeted consultation will be collected and processed. The personal data varies from one targeted consultation to another. The specific privacy statement will provide the necessary categories of personal data and the reasons for them.

Categories of personal data most frequently processed are:

- name and surname,
- profession, job position/function

- organisation
- country of residence,
- e-mail address and/or telephone of the respondent,
- the name of self-employed individuals (natural persons) on whose behalf the respondent is contributing,
- personal data related to the physical, economic, cultural, or social identity of the respondent, insofar as they are not falling under Article 10 of the Regulation,
- personal data included in the response or contribution to the targeted consultation, including (personal) opinions (if the targeted consultation at hand requires so);
- consent form dated and signed.

Furthermore, respondents may spontaneously provide other, non-requested personal data in the context of their reply to a targeted consultation. In all other cases, it is the responsibility of the respondents who opted for confidentiality of their personal data to avoid any reference in the submissions that would reveal their identity.

In limited cases, the organisational entity launching the targeted consultation may decide that the processing of special categories of personal data falling under Article 10 of the Regulation is necessary for achieving the purpose of the targeted consultation. In such a case, the organisational entity in charge of the targeted consultation can only process special categories of personal data if at least one of the conditions of Article 10(2) is met and the data subjects are fully informed of such processing.

1.3.2.1 Special categories of personal data

Indicate if the processing operation concerns any 'special categories of data' which fall(s) under Article 10(1), which shall be prohibited unless any of the reasons under article 10(2) applies:

Yes , the processing concerns the following special category(ies):

Data revealing

- racial or ethnic origin,
- political opinions,
- religious or philosophical beliefs,
- trade union membership,

Or/and,

- Genetic data, biometric data for the purpose of uniquely identifying a natural person,
- Data concerning health,
- Data concerning a natural person's sex life or sexual orientation.

N/A

Description:

In limited cases, the organisational entity launching the targeted consultation may decide that the processing of special categories of personal data falling under Article 10 of the Regulation is necessary for achieving the purpose of the targeted consultation. In such a case, the organisational entity in charge of the targeted consultation can only process special categories of personal data if at least one of the conditions of Article 10(2) is met and the data subjects are fully informed of such processing.

If applicable, indicate the reasons under article 10(2) allowing the processing of the special categories of data:

- (a) The data subject has given explicit consent to the processing of those personal data for one or more specified purposes, [...].

- (b) Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security[...].
- (c) Processing is necessary to protect the vital interests of the data subject or of another person where the data subject is physically or legally incapable of giving consent.
- (d) Processing is carried out in the course of its legitimate activities with appropriate safeguards by a non-profit-seeking body which constitutes an entity integrated in a Union institution or body and with a political, philosophical, religious or trade-union aim [...].
- (e) Processing relates to personal data which are manifestly made public by the data subject.
- (f) Processing is necessary for the establishment, exercise or defense of legal claims or whenever the Court of Justice of the European Union is acting in its judicial capacity.
- (g) Processing is necessary for reasons of substantial public interest, [...]
- (h) Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services [...]
- (i) Processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices [...].
- (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes [...].

Additional information

It is for the organisational entity in charge of the specific targeted consultation to establish which of the above conditions applies to the processing of special categories of personal data. The data subjects' explicit consent may be the most common condition that justifies the processing of special categories under this processing operation.

1.3.2.2 Data related to 'criminal convictions and offences'

The data being processed contain sensitive data which fall(s) under Article 11 'criminal convictions and offences'	N/A <input checked="" type="checkbox"/>
	Yes <input type="checkbox"/>

1.4 RETENTION PERIOD

Indicate the administrative time limit(s) for keeping the personal data per data category, and if known, specify the start/end date, or describe the specific start/end moment of each time limit:

Data category	Retention period	Start date/moment	End date/moment
		Personal data collected in the course of conducting a survey	The fieldwork management team deletes personal data within a 12 (twelve) months period after the end of the survey.

Description

The data will be deleted/anonymized within 12 months after the end of the survey. In case of publication of the replies to a specific survey, after obtaining explicit consent of the data subject, data could be kept for 5 years.

1.5 RECIPIENTS

Origin of the recipients of the data	
1. <input checked="" type="checkbox"/> Within the EU organization	Authorised staff of the Unit/Team launching the targeted consultation
2. <input checked="" type="checkbox"/> Outside the EU organization	Authorised staff of ELA’s external contractor Authorised staff of other EU Institutions, agencies and bodies

Categories of the data recipients
1. <input checked="" type="checkbox"/> A natural or legal person 2. <input type="checkbox"/> Public authority 3. <input type="checkbox"/> Agency 4. <input type="checkbox"/> Any other third party, specify Specify who has access to which parts of the data:

Description

ELA staff of the Unit/Team launching the consultation will have access to all data categories.

Authorised staff of ELA’s external contractor have access to raw data of all participants that undergoes analysis and processing. Their role and functions will be determined in the specific contract.

In principle, authorised staff of other EU Institutions, agencies and bodies commissioning a survey will have access only anonymised, aggregated and non-identifiable data, unless is stated differently in the specific Privacy Statement.

In case of publication on the ELA websites, personal data can be accessed by any person in the world using the Internet or subscribing to Internet notification services.

1.6 INTERNATIONAL DATA TRANSFERS

Transfer to third countries or international organisations of personal data
1. Transfer outside of the EU or EEA <input checked="" type="checkbox"/> N/A, transfers do not occur and are not planned to occur <input type="checkbox"/> YES,
2. Transfer to international organisation(s) <input checked="" type="checkbox"/> N/A, transfers do not occur and are not planned to occur <input type="checkbox"/> Yes, specify further details about the transfer below

Description

In case of publication on the ELA websites, personal data can be accessed by any person in the world using the Internet or subscribing to Internet notification services.

1.7 INFORMATION TO DATA SUBJECTS ON THEIR RIGHTS

Rights of the data subjects
<i>Article 17 – Right of access by the data subject</i>
<i>Article 18 – Right to rectification</i>
<i>Article 19 – Right to erasure (right to be forgotten)</i>
<i>Article 20 – Right to restriction of processing</i>
<i>Article 21 – Notification obligation regarding rectification or erasure of personal data or restriction of processing</i>
<i>Article 22 – Right to data portability</i>
<i>Article 23 – Right to object</i>
<i>Article 24 – Rights related to Automated individual decision-making, including profiling</i>

1.7.1 Privacy statement

The data subjects are informed about their rights and how to exercise them in the form of the a privacy statement attached to this record.

Publication of the privacy statement

Published on website

Web location:

- ELA internal website (URL: SharePoint on Personal Data Protection)
- External website (URL: <https://www.ela.europa.eu/en/privacy-policy>)

Other form of publication, specify

The Privacy Statemen will be adapted by the Unit/Team organising the survey/consultation and will be attached to the survey/questionnaire.

Guidance for Data subjects which explains how and where to consult the privacy statement is available and will be provided at the beginning of the processing operation.

Description:

Guidance on data subjects’ rights available in ELA main website under its privacy policy.

1.8 SECURITY MEASURES

Short summary of overall Technical and Organizational Measures implemented to ensure Information Security:

Description:

All data in electronic format (e-mails, documents, uploaded batches of data etc.) are stored either on the servers of the European Labour Authority or of its contractors.

The European Labour Authority's contractors are bound by a specific contractual clause for any processing operations of personal data on behalf of the European Labour Authority, and by the confidentiality obligations deriving from the General Data Protection Regulation.

In order to protect personal data, the European Labour Authority has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.