

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data

1. Introduction

The European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (hereafter, 'eu-LISA') is committed to protect your personal data and to respect your privacy. eu-LISA collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data

The information in relation to processing operation Welcome and Support Hub Relocation Survey undertaken by *the Data Controller, i.e. eu-LISA Development and Career Management Sector - Human Resources Unit* is presented below.

2. Why and how do we process your personal data?

eu-LISA Development and Career Management Sector - Human Resources Unit collects and uses your personal information to help streamline relocation requests, qualify the new staff member's needs/special requests as well as to collect data (KPIs) on a quarterly basis to improve the services. The respondent receives the email, they are informed that answering to the survey is fully voluntary. The data collected will be exclusively used for internal purposes only. The processing operation includes an extraction in an Excel file (One field=one column) provided by EU-Survey. Once you receive the link to the online form (EU Survey) and answer the questions, your personal data will be accessible to the Welcome & Support Hub team. Secondary purposes of the data processing are statistical purposes.

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

3. On what legal ground(s) do we process your personal data

We process your personal data, because:

(d) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;

4. Which personal data do we collect and further process?

In order to carry out this processing operation, *the Data Controller* collects the following categories of personal data:

- *First name;*

- *Last name;*
- *Contact details (e-mail address, mobile phone number, country of current residence, place of employment)*
- *Family, lifestyle and social circumstances : does the person move as single or with their partner/spouse/with family/or pets; age of children.*

Except for some fields (first name, last name, current residence, email address, phone number, place of employment, family situation for relocation), the provision of personal data is not mandatory.

5. How long do we keep your personal data?

The Data Controller only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for *12 months*.

When determining the maximum retention periods, the Agency takes also into account possible legal recourses, legal, auditing, archiving and reporting obligations.

6. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is provided to eu-LISA staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

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. What are your rights and how can you exercise them?

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor.

8. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, *Welcome & Support Hub* – Functional mailbox: welcomesupporthub@eulisa.europa.eu

The Data Protection Officer of eu-LISA

You may contact the Data Protection Officer (dpo@eulisa.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under

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Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.