

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 "Market survey on Travel Management Services for eu-LISA" undertaken by the Corporate Services Department of eu-LISA (CSD) is presented below.

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

Corporate Services Department collects and uses your personal information to manage online Market survey on Travel Management Services for eu-LISA.

To prepare for a forthcoming travel management services tender, eu-LISA is carrying out an online market survey to explore the motivations of economic operators considering participation.

Data will be collected using EU Survey, an online platform provided by DG DIGIT (<https://ec.europa.eu/eusurvey/>). Upon closing the survey, data will be extracted for further processing in MS Excel data format and stored on eu-LISA shared drives.

After conducting a market survey, eu-LISA will carry out a market analysis report, which will be incorporated into the upcoming tender documents.

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

Your personal data processed may be reused for the purpose of procedures before the EU Courts, national courts, or the European Court of Auditors.

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

We process your personal data, because:

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 Corporate Services Department collects the following categories of personal data:

- Name;
- Function;
- Contact details (e-mail address, telephone number, mobile telephone number, postal address, company and department, country of residence, IP address, etc.);

The provision of personal data is not mandatory.

5. How long do we keep your personal data?

The Corporate Services Department retains your personal data only for as long as necessary to fulfil the purpose of its collection or further processing — specifically, for the duration required to achieve the purpose of the survey, which is 6 months.

After that period the file may be transferred to the Historical Archives.

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 have consented to provide your personal data to eu-LISA for the present processing operation. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

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

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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, Corporate Services Department, MISSIONS@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 Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.