

## **PRIVACY NOTICE – Participation in a project/focus group**

The European Institute for Gender Equality (EIGE) informs about processing of your personal data 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.

### **Purpose of processing of personal data**

EIGE collects personal data to ensure the proper functioning of the Institute in line with the Institute's activities: to conduct research concerning personal experiences and opinions of people living in the selected European Union Member States; record keeping and for audit purposes; for general transparency purposes.

### **Legal basis**

- I. Establishment Regulation of EIGE (EC) No 1922/2006;
- II. Regulation (EU) 2018/1725;
- III. EIGE's Internal Work Programme.

### **Lawfulness of processing**

Processing is necessary for the performance of a task carried out in the public interest and legal obligations on the basis of the Treaties establishing the European Communities and in particular the Establishment Regulation of EIGE (EC) No 1922/2006. The processing is lawful under Article 5(a) of the Regulation (EU) No 2018/1725. Personal data collected by EIGE and/or the contractor of EIGE for research purposes can be further processed only for the scientific objectives for which they were collected (in accordance with Articles 4 and 13 of Regulation (EU) 2018/1725).

### **Data categories**

- I. Personal data collected and further processed will concern, in particular:
  - Age;
  - Sex;
  - Country of residence, place of residence (rural or urban area);
  - Employment status;
  - Level of education;
  - Opinions and views on everyday life experiences;
  - Recordings of discussions: oral contributions.

### **Data Controller**

EIGE is the legal entity responsible for the processing of your personal data and determines the objectives of this processing activity. The Data Controller is primarily the Head of Operations Unit of EIGE who ensures the proper implementation of the processing operations.

### **Access and storage of the data**

Recipients of personal data related to project activities are research staff of the national research contractor for the duration of the contract; Data Controller and authorised staff members dealing with the project. All recipients are on a "need to know" basis. EIGE does not intend to share data to Third Countries/International Organisations for direct marketing purposes; there are no third country transfers.

Representatives of The European Anti-Fraud Office, Internal Audit Service and the European Court of Auditors can be recipients of data upon request and limited to what is necessary for official investigations or for audit purposes. EIGE has several security controls in place to protect data subject's personal data from unauthorised access, use or disclosure. EIGE stores its data on computer systems with the limited access to a specified audience.

Access to your personal data is subject to strict security controls like encryption and access control.

Personal data is processed by EIGE 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.

### **When processing starts**

EIGE will start the processing operations when you give your consent for the mentioned project.

### **Retention policy**

Audio or video recordings will be deleted in 3 months after the recording takes place. Transcripts from the focus group discussions is to be kept until the end of the project. Anonymised data will be stored indefinitely.

### **The data subject has specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725:**

**Right to access data** – data subjects have the right to access data at any time by sending an email request to [dpo@eige.europa.eu](mailto:dpo@eige.europa.eu).

**Right to rectify** – data subjects have the right to rectify their data without delay of inaccurate or incomplete personal data.

**Right to restrict** – data subjects have the right to restrict the processing at any moment by sending an email request to [dpo@eige.europa.eu](mailto:dpo@eige.europa.eu); and the right to be informed before personal data are disclosed for the first time to third parties or before they are used on their behalf for the purposes of direct marketing, and to be expressly offered the right to object free of charge to such disclosure or use.

**Right to erasure** – as long as the reply to the request for access to documents has not yet been issued, data subjects have the right to obtain from the controller the erasure of data if their processing is unlawful by sending an e-mail to [dpo@eige.europa.eu](mailto:dpo@eige.europa.eu).

If the data subjects have any queries concerning the processing of their personal data, they may address them to the Data Protection Officer or to the Data Processor of EIGE by contacting information at [dpo@eige.europa.eu](mailto:dpo@eige.europa.eu).

**Other rights** – Where applicable, you also have the right to object to the processing or the right to data portability. You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5 (1)(a) on legitimate compelling grounds by sending an e-mail to [dpo@eige.europa.eu](mailto:dpo@eige.europa.eu).

**Transfer** – data subject has a right to ask to transfer personal data from one organisation to another only if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated. You are not required to pay any charges for exercising your rights. We have within adequate time period to respond to you.

Data subjects are also entitled to have recourse at any time to the European Data Protection Supervisor:

Website: <http://www.edps.europa.eu>

Email: [edps@edps.europa.eu](mailto:edps@edps.europa.eu)

### **Contact information**

Data Protection Officer of EIGE, e-mail [dpo@eige.europa.eu](mailto:dpo@eige.europa.eu)