



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: JRC Case studies, stakeholder engagements and surveys on employment, education and skills

Data Controller: JRC, European Commission

Record reference: DPR-EC-00243

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1. **Introduction**

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission 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. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation “JRC Case studies, stakeholder engagements and surveys on employment, education and skills” undertaken by JRC is presented below. The main aim of this research is to gather information that will provide evidence that supports policymaking in the areas of employment, education and skills. The research uses various data collection and analysis methods, such as case studies, interviews, surveys, focus groups and desk research.

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

Purpose of the processing operation: the JRC collects and uses your personal information via surveys, one-to-one and group interviews to inform its research on education and skills. The JRC encourages the participants to seek approval from their institutions whenever applicable, before providing information to the JRC and/or its contractors. Be aware that the information you give about institutional practices may be published and made publicly available.

Where case studies are to be published, these will be accompanied by participants’ names and institutional affiliations, where applicable, and upon participants’ authorisation.

Participants will receive an informed consent form to be signed, where explicit consent for their names to appear in publication will be sought. Should they do not authorise the publication of their names on the case studies, they will be anonymised.

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 you have given consent to the processing of your personal data for this specific purpose according to Article 5(1) (d).

We do not process special categories of personal data, therefore Article 10 of Regulation (EU) 2018/1725 does not apply.

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

In order to carry out this processing operation JRC collects the following categories of personal data, which varies depending on the specific purposes of the study:

Title, First Name, Family Name, Organisation, Position within organisation, Organisation’s geographic area of activity, Street and number, Country, Postal Code, City, Phone, Fax, E-Mail Address, Voice records, Video records, Photos, Contributions to the study and Authorization form that includes participant signature.

The data that could be published, with specific prior agreement from the data subject is:

Title, name, position, organisation, country and in some cases contributions to the study, photos and video records.

The provision of personal data is not mandatory.

5. How long do we keep your personal data?

JRC only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing.

The personal data stored on the JRC's contractors' servers (with appropriate security and access measures in place) will be kept for a maximum duration of 1 year from the date of data collection; after that period, it will be kept on the secured servers of the JRC for a maximum duration of 3 years.

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored either on the servers of the European Commission or of its contractors. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

The Commission's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition of the General Data Protection Regulation in the EU Member States ('GDPR' [Regulation \(EU\) 2016/679](#)).

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. 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.

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

Access to your personal data is provided to the Commission 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 final case studies published will only show your name upon your authorisation.

You will receive an informed consent form to be signed, where explicit consent for your name to appear in the publication will be sought. Should you do not authorise the publication of your names, personal data will be anonymised.

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.

8. 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 JRC 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. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

9. **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, JRC-B4-SECRETARIAT@ec.europa.eu

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.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.

10. **Where to find more detailed information?**

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-EC-00243 - JRC Case studies, stakeholder engagements and surveys on employment, education and skills.