

Issued October 2022

## EU SIGN

### Key information

#### Controller

The Director of the ETF, [director@etf.europa.eu](mailto:director@etf.europa.eu)

#### Business owner

Erja Kaikkonen, Head of Policy and Public Outreach Department, [Erja.Kaikkonen@etf.europa.eu](mailto:Erja.Kaikkonen@etf.europa.eu)

#### Data protection officer

Tiziana Ciccarone / Laurens Rijken, [DataProtectionOfficer@etf.europa.eu](mailto>DataProtectionOfficer@etf.europa.eu)

#### Purpose of the processing

The purpose of processing is to contact respondents (with their consent) for ultimate information and discussion of the surveys, to be kept up to date on activities related to the subject matter of the surveys, and in some cases, to collect contact data of other potential recipients for the surveys.

#### Legal basis (if applicable)

The legal basis for the processing operations of personal data is Regulation No. 1339/2008 establishing the European Training Foundation (Recast), article 2, functions, (f).

#### Personal data

Personal data concerned are:

- *Name and contact details (address, Email, telephone) of the persons representing organisations subject of the surveys*

#### Recipients of the personal data

For the purpose detailed above, access to personal data is provided to the following processing entities:

- *The ETF team commissioning and dealing with the outcomes of the surveys*
- *The contractor(s) commissioned to manage the surveys is :*
  - *Knowledge Innovation Centre (<https://knowledgeinnovation.eu>)*

#### Privacy and security safeguards

The personal data (where provided) is only available to the relevant contractor and ETF team members and will not be shared elsewhere. Any outputs presenting the survey's results will not contain any reference to the responding persons and organisations.

## **Further information**

### **Data retention**

The survey and its results in the survey tool will be destroyed after the conclusion of the survey.

Contractors will keep the raw data for the duration of the project, up to the delivery of the final report, after which they will be eliminated.

The raw data of the surveys will be stored on ETF systems for the duration of maximum 2 years and are accessible only to the ETF team and will not be shared to third parties.

ETF will keep report(s) with aggregated and anonymous data for unlimited period for historical / research purposes.

### **Right of access, rectification or erasure, restriction, objection**

Any request to access, rectify or erase personal data, or to restrict or object to the processing of personal data shall be addressed in writing to the Head of Policy and Public Outreach Department, [Eria.Kaikkonen@etf.europa.eu](mailto:Eria.Kaikkonen@etf.europa.eu), giving details of the request.

### **Right to lodge complaint**

Data subjects can at any time lodge a complaint on the processing of their personal data to the ETF Data Protection Officer ([DataProtectionOfficer@etf.europa.eu](mailto>DataProtectionOfficer@etf.europa.eu)) or to the European Data Protection Supervisor (<http://www.edps.europa.eu>).