

Issued January 2023

## Knowledge uptake survey

### Key information

#### Controller

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

#### Business owner

Thierry Foubert, Head of Strategic Development Unit, [Thierry.Foubert@etf.europa.eu](mailto:Thierry.Foubert@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 manage the survey, i.e. to send the survey link via email, and to send reminders to persons who did not respond to the survey.

#### Legal basis

The legal basis for the processing operations of personal data is Regulation No. 1339/2008 establishing the European Training Foundation (Recast), article 24, paragraph 1.

#### Personal data

Personal data concerned are:

- *Name and Email of the persons receiving invitation to the survey*

#### 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 survey*
- *The contractor commissioned to manage the survey, Ockham IPS (<https://ockham-ips.nl/>)*

#### Privacy and security safeguards

The personal data (where provided) is only available to the 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 Strategic Development Unit, [Thierry.Foubert@etf.europa.eu](mailto:Thierry.Foubert@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>).