



## PRIVACY STATEMENT

### Online Staff Committee Election on EU Survey

#### 1. INTRODUCTION

This Privacy Statement describes the measures taken to protect your personal data with regard to the action involving the present data processing operation and what rights you have as a data subject.

EDA protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data (Article 1.1 of Regulation No 2018/1725).

#### 2. CONTROLLER OF THE PROCESSING OPERATION

EUROPEAN DEFENCE AGENCY  
Rue des Drapiers 17-23  
B-1050 Brussels  
[www.eda.europa.eu](http://www.eda.europa.eu)

**Processor:**

DG Informatics (DIGIT) of the European Commission, DDG.D.1  
[DIGIT-DATA-PROTECTION-COORDINATOR@ec.europa.eu](mailto:DIGIT-DATA-PROTECTION-COORDINATOR@ec.europa.eu)

#### 3. PURPOSE OF THE PROCESSING

Purpose of the processing operations: The EDA, through EUSurvey, collects and uses personal information for the purpose of enabling the user to connect to the EUSurvey application and use the service for creating an online election and allowing eligible voters to vote to elect a staff committee.

Contact details (email address, first name and last name) may also be used for contacting users for support and quality management purposes.

Personal data is not used for an automated decision-making including profiling.

The online voting aims at enabling the election of the EDA staff committee through modern, electronic and secured means.

The eligible voters are introduced in the EU survey created and receive an email inviting them to vote during the election period set in the election notice. The eligible voters access to the EU Survey platform through their EU Login and cast their vote.

The vote is anonymous and not traceable to the staff member in order to remain secret. The system prevents the possibility to vote more than once. Once the vote is cast and saved the system logs the vote and prevents any unauthorised alteration thereafter.

The system shall allow to produce a list of all staff members who have cast a vote in order to verify the validity of the election. The system produces only statistical results as regards the counting of the votes to keep the votes secret.

#### 4. DATA PROCESSED

In order to provide the EUSurvey services the European Commission processes the following categories of personal data:

User credentials

To be identified by the system, the user needs a couple login / password, which is managed by the EULogin [\[1\]](#) service. For further information on how EULogin is processing your personal data, please refer to the [EULogin privacy statement](#).

#### User data

Some personal data are accessible from the EUSurvey application under the 'Settings' tab:

- Full name (first name and last name)
- Email address
- Type of contract (temporary staff, contract staff or seconded national expert) for candidates standing for elections only.

#### Analytics:

EUSurvey uses the Europa Analytics service for traffic statistics and analytics. For further information see the [Europa Analytics](#) website.

### **5. RECIPIENTS OF THE DATA**

#### Personal data collected for user management

- EC Staff (EUSurvey operation team and Infrastructure administrators)

EC Staff (EUSurvey operation team and Infrastructure administrators): for the purpose of enabling the user to connect to the EUSurvey application and use the service for creating and publishing online questionnaires. The user's contact details (email address, first name and last name) may also be used for contacting the user for support and quality management purposes. The personal data will not be used for an automated decision-making including profiling. The collected information will not be given to any third party, except to the extent and for the purpose they may be required to do so by law. The Commission will not share user personal data with third parties for direct marketing. In other words, the Commission will not use the users' personal data to contact them with newsletters, marketing or promotional information. However, the EC may use the user email address to contact them with information or updates regarding EUSurvey.

#### Personal data collected via online surveys

Authorised IT and HR staff, returning board organising the election.

Please note that the vote remains anonymous and not traceable to the staff member in order to remain secret.

### **6. PROTECTION AND SAFEGUARDING OF THE DATA**

- EUSurvey stores the EULogin username as well as e-mail addresses of the survey owners at the Data Centre of the European Commission.
- The European Commission has implemented security measures to protect server hardware, software and the network from accidental or malicious manipulations and loss of data. All data is stored on European Commission servers managed by DG DIGIT in line with the technical security provisions laid down in the Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission, its subsequent versions, its implementing rules (as adapted from time to time) and the corresponding security standards and guidelines, as well as the Commission Decision (EU, Euratom) 2015/443 of 13 March 2015 on the security in the Commission, its implementing rules and the corresponding security notices. These documents (as adapted from time to time) are available for consultation at the following address: [https://ec.europa.eu/info/publications/security-standards-applying-all-european-commission-information-systems\\_en](https://ec.europa.eu/info/publications/security-standards-applying-all-european-commission-information-systems_en)

### **7. RIGHT OF ACCESS AND RECTIFICATION OF THE DATA**

Data subjects have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access their personal data, and, to rectify them, in case they are inaccurate or incomplete. Where applicable, they have the right to erase their personal data, to restrict the processing of their personal data, to object to the processing, and the right to data portability.

If the data subject has any queries concerning the processing of his/her personal data, s/he may address them to the data controller at the following mailbox: [hadmin@eda.europa.eu](mailto:hadmin@eda.europa.eu)

Justified requests for blocking and erasure are treated within 15 working days after the request has been deemed legitimate.

Please note that the first name, last name and email address are taken from EULogin and can only be modified there. EUSurvey is automatically updated according to EULogin data. At first login, the user account is automatically created using data extracted from the EULogin database. Other personal data can be modified from the [EUSurvey Settings page](#). If not possible, please contact EU Survey using the [contact form](#).

## **8. TIME LIMIT FOR STORING DATA**

Survey specific data - i.e. data collected by the individual survey for the Staff Committee online election: Personal data collected for this processing operation is retained only as long as necessary for the organisation of the election, i.e. until the election report has been issued and the staff committee formally elected.

### User contact details:

The Commission only keeps user personal data for the time necessary to fulfil the purpose of the survey. In particular:

EU staff member (internal user). As long as the person is an EU staff member, the user account remains active and the personal data is therefore retained. However, the staff member can, at any time, ask the EUSurvey team to terminate the account if they no longer wish to use the service. In this case, the user account, all associated data and all surveys and results will be permanently deleted.

Analytics data: Automatically removed from the user's device after 13 months.

Credentials: For as long as a user account is active.

## **9. LEGAL BASIS FOR THE PROCESSING OPERATION**

Article 5(b) of Regulation 2018/1725;

Article 31 of Council Decision (CFSP) 2015/1835 of 12 October 2015 defining the statute, seat and operational rules of the European Defence Agency.

## **10. CONTACT DPO**

In case you have any questions or queries concerning data protection at the European Defence Agency, you can also contact the Data Protection Officer at [dataprotection@eda.europa.eu](mailto:dataprotection@eda.europa.eu).

## **11. RECOURSE TO EDPS**

As a data subject you have the right to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>) at [edps@edps.europa.eu](mailto:edps@edps.europa.eu).

## **12. ADDITIONAL INFORMATION**

More information on Data Protection at the European Defence Agency can be obtained on our public website <https://www.eda.europa.eu/Aboutus/how-we-work/data-protection>.