Data Protection Notice
on #BrusselsBriefings

Last updated: 08 April 2025

Eurofound embraces the need to protect your personal data. We, therefore, undertake to process it, as data controller, with respect to the applicable law[1].

If after reading this notice you still have questions on the processing of your data, please contact us at dataprotectionofficer@eurofound.europa.eu. We will reply to you within one month.

Why do we process your personal data?

The purpose of processing is to organise the #BrusselsBriefings, a face-to-face technical briefing and exchange with its experts on specific themes related to Eurofound's remit. In particular, processing takes place to register individuals to attend #BrusselsBriefings organised by Eurofound[2] and take photos of the event.

Please note that none of these purposes involves the need to make a decision solely by automated means and without any human intervention**.**

What is the legal basis for processing your personal data?

The processing of personal data is necessary for the performance of tasks that Eurofound carries out in the public interest[3], namely the organisation of events to disseminate Eurofound's work.

Which personal data do we collect and process?

[1] Regulation (EU) 2018/1725 of the European Parliament and of the Council 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 (or the EUDPR).
[2] Registration is done using Microsoft Forms. You can find more information on the internal use of M365 here.
[3] Article 5(1) (a) of the EUDPR and Articles 1 and 2 of Eurofound Founding Regulation.

The following personal data are processed:

- Salutation, name, job title, employer/organisation;
- Email address;
- Image; and
- Comments submitted during the evaluation of our events.

Please note that a selection of photos is uploaded to Eurofound's website and social media platforms like Flickr[4], Facebook[5], Twitter[6] & LinkedIn[7], YouTube[8], Instagram[9] and Bluesky[10]. Unless you have consented to appear in the photos, you will not be identified on any published photos and/or video clips.

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

Access to your personal data will be given to:

- Eurofound's staff members on a need-to-know basis, namely to the members of the Information and Communication Team; and
- Photographers hired to take photos.

No other third parties will have access to your personal data, except if required by law.

How long do we keep your personal data?

The following retention periods apply:

- The web registration form is deleted after 1 year;
- Participant and visitor lists are held for 7 years;
- Photographs are kept for 4 years; and

[4] You can find more information on how Flickr processes personal data here.
[5] You can find more information on how Facebook processes personal data here.
[6] You can find more information on how Twitter processes personal data here.
[7] You can find more information on how LinkedIn processes personal data here.
[8] You can find more information on how YouTube processes personal data here.
[9] You can find more information on how Instagram processes personal data here.
[10] You can find more information on how Bluesky processes personal data here.

- Other data submitted in relation to events and for which a particular retention period is not foreseen above are kept for 5 years.

After this time, your data will be securely destroyed, unless deemed of archival importance or in case is anonymised. In both situations, your data will be retained for longer.

How do we protect and safeguard your data?

We follow strict security procedures to ensure that your data is safely protected and is not, in any way, damaged, destroyed, or disclosed to a third party without your authorisation or without you being informed, as well as to prevent unauthorised access. The servers storing the information are kept in a secure environment with restricted physical access. Our IT systems use firewalls and other measures to restrict electronic access. All data in electronic format are stored on Eurofound's web services the operations of which abide by Eurofound's ICT Policies and our information systems security policy.

Do we transfer any of your personal data to third countries or international organisations (outside the EU/EEA)?

No.

What are your rights as a data subject and how can you exercise them?

Within the limits set by the EUDPR, you have the right to access, rectify, erase and/or port your personal data, to restrict or object to the processing of your personal data, and to withdraw your consent (if obtained). Just note that withdrawal of your consent does not affect the lawfulness of processing while your consent was valid.

You may contact the Senior Communications Manager at events@eurofound.europa.eu with your request. Your request is free of charge. However, if it is manifestly unfounded or excessive, Eurofound may refuse to act on it.

You also have the right to raise a complaint with the European Data Protection Supervisor should you consider that this processing is in violation of the law. You will find more information here.