

DATA PROTECTION NOTICE

on the use of the EU Survey

Last updated: 02 October 2025

As an EU Agency, Eurofound embraces the need to protect your personal data. We, therefore, undertake to process it, as data controller, with respect to the applicable law¹.

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 need to process your data?

To carry out its tasks, Eurofound may make use of the European Commission's online survey tool EUSurvey² for different purposes, for example:

- to conduct internal surveys (e.g. staff engagement survey);
- to conduct external surveys (e.g. consultations among EU institutions, bodies and agencies, with the Advisory Committees, NEC);
- to manage the registration of participants to events and meetings organised by the Agency, in which cases, a registration form is prepared using EUSurvey.

The purposes listed above might not be exhaustive. Should Eurofound decide to use EUSurvey for additional and/or different purposes than those identified above, you will be informed accordingly through a separate data protection notice.

No automated decision is taken by Eurofound on any of its recruitment procedures.

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 The EU Survey tool was developed and is managed by the European Commission. To know more about the processing of personal data when EU Survey is used, please read [here](#) and [here](#).

What is the legal basis for processing your data?

The exact legal basis for processing your personal data depends on the specific case.

In the vast majority of the circumstances – e.g., surveys connected with Eurofound's mandate or registration for events related to Eurofound's mandate – the processing of your personal data is necessary for the performance of a task which Eurofound's carries out in the public interest³, namely in support of informed policy-making and the promotion of well-functioning and inclusive labour markets across the EU.

In all other cases, processing will take place based on your explicit consent⁴.

Who is responsible for processing your data?

Eurofound is responsible for the processing operation with respect to any surveys (co)organised by the Agency or on behalf of the Agency.

The European Commission (DIGIT) is processor for the web-based interface for the survey owner and the contributors and hosting of the survey data and any submitted responses.

In cases EU Login is used, the European Commission (DIGIT) is the controller for all processing operations related to keeping an EU Login account and to the authentication itself.

What data do we need from you?

A. For Eurofound's staff managing the survey:

- User credentials: User login ID and password;
- User data – contact details: Full name (first name and last name) and email address; and
- Analytics: EUSurvey uses the Europa Analytics service for traffic statistics and

³ Article 5(1)(a) of the EUDPR.

⁴ Article 5(1)(d) and/or Article 10(2)(a) of the EUDPR.

analytics⁵.

B. For survey data:

The specific categories of data depend on the nature and specificities of the survey. In any case, the following information may be collected:

- Personal details (name, surname, date of birth, gender, nationality);
- Contact details (address, email address, telephone number);
- Employment details (profession, title or function, employer);
- Family, lifestyle and social circumstances;
- Answers of respondents to survey questions, which may include personal data, and personal opinions (if the targeted consultation so requires);
- EUSurvey uses the Europa Analytics service for traffic statistics and analytics⁶.

The responses of participants might reveal any of the special categories of data mentioned below, even if not specifically asked about them in the survey questions.

- data revealing racial or ethnic origin;
- political opinions
- religious beliefs
- data concerning health or sexual orientation
- trade union membership

In any other case, if Eurofound intends to use EUSurvey to collect special categories of data, you will be informed accordingly by means of a separate and specific data protection notice.

Some surveys may be anonymous, for example staff well-being surveys and anonymous satisfaction surveys related to events, meetings, seminars, webinars, information sessions, workshops, conferences organised or co-organised by the Agency, etc. Under certain circumstances, however, it is necessary for the Agency to know the identity of

⁵ For further information see [the Europa Analytics website](#), where information can be found about the cookies and IP addresses collected by EUSurvey.

⁶ See footnote no. 3.

the person responding, like for instance in the registration of participants to a meeting or when follow-up actions are necessary. In any case, surveys are always managed confidentially, even when they are not anonymous.

Who will process your data?

You as a user of the service have access to the personal data and responses. Moreover, the designated Eurofound's staff responsible for the consultation or survey and/or staff members who are administrators of the EUSurvey tool might have also access to registration information and user generated information.

Please note that even if personal data are collected, whenever possible, survey results are managed in an aggregated form.

Finally, as EUSurvey is managed by the European Commission, access to your personal data is provided to the Commission staff responsible for carrying out this processing operations and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements. As a result, the staff managing the EUSurvey application have access to your personal data. This includes:

- The Commission EUSurvey team for purposes of system support and maintenance; and
- The infrastructure administrators.

The information collected by the Commission 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. The Commission will not share user personal data with third parties. However, they may use your email address to contact you with information or updates regarding EUSurvey.

How do we protect your data?

The Agency has several security controls in place to protect your personal data from unauthorised access, use or disclosure. We keep your data stored on our internal servers with limited access to a specified audience only.

Moreover, the data collected by EUSurvey software is stored in a secured and protected database hosted by the Data Centre of the European Commission. In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. 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 the processing operations. More information is available [here](#).

For how long will we retain your data?

The data retention period varies according to the purpose for which the data is collected. For example, for surveys which are not carried out anonymously, the personal data collected will only be kept for the minimum time required to complete the purpose of the survey. In the case of registration forms to events, the personal data collected will be kept only until the end of the event or follow-up activities, if any, or as indicated in the respective data protection notice of the specific event.

For surveys carried out anonymously, responses will be kept the minimum time required to carry out the survey analysis, as indicated at the beginning of the survey or in the specific data protection notice, if any. In general, information is kept for six months after the survey closes, unless otherwise indicated.

For the data collected by the EUSurvey tool, the Commission only keeps user personal data for the time necessary to fulfil the purpose of the survey. In particular, for the Eurofound staff members creating and managing the survey, as long they are an EU staff member, their user account remains active and their personal data is therefore retained. However, they can, at any time, ask the EUSurvey team to terminate their account if they no longer wish to use the service. In this case, their user account, all associated data and all surveys and results will be permanently deleted.

For the retention period of cookies and IP addresses used for traffic statistics and analytics by EUSurvey, information is available on the [Europa Analytics website](#).

Do we transfer your data to outside the EU/EEA?

No.

What are your rights?

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 us at ef.contact@eurofound.europa.eu with your requests. 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](#).