



(To be filled out by the EDPS' DPO)

Register number: 50

Date of submission: 5 April 2016

Legal basis: Art 25 Regulation 45/2001

NOTIFICATION

INFORMATION TO BE GIVEN¹

1/ NAME AND FIRST NAME OF THE CONTROLLER

European Data Protection Supervisor

2/ SERVICE RESPONSIBLE FOR PROCESSING PERSONAL DATA

HRBA unit

3/ NAME AND DESCRIPTION OF THE PROCESSING OPERATION

The EDPS launches an online survey of the views of EDPS staff on their feedback about the functioning of the institution. The survey is carried out by the EDPS. This is done through the EU Survey, application developed by the Commission of the European Union. Individual responses will be processed by the HRBA Unit in accordance with Regulation 45/2001 and the specific data protection notice relating to the online survey.

Participation to the survey is totally voluntary and for all questions, there is always a possibility to reply "no answer" or "no opinion". The EDPS will use the replies to create and analyse aggregated statistics and will never use the personal data for any other purposes. The EDPS will only have access to the content of the answers in an anonymous form and will not be informed of the identity of the respondents.

¹ Please attach all relevant documents

Considering the small size of the institution, the EDPS pays attention to formulating the questions so that the replies may not automatically lead to the identification of the respondent and to aggregating the results so that no individual may be inferred from them. No identification attempts will be carried out.

The system uses

- session "cookies" in order to ensure communication between the client and the server. Therefore, user's browser must be configured to accept "cookies". The cookies disappear once the session has been terminated.
- local storage to save copies of the inputs of a participant to a survey in order to have a backup if the server is not available during submission or the user's computer is switched off accidentally or any other cause.

The local storage contains the IDs of the questions and the draft answers.

Once a participant has submitted one's answers successfully to the server or has successfully saved a draft on the server, the data is removed from the local storage. There is a checkbox above the survey to disable the feature (useful if the participant uses a public computer).

4/ PURPOSE(S) OF THE PROCESSING

The EDPS performs online surveys of the views of EDPS staff in order to measure staff satisfaction.

5/ DESCRIPTION OF THE CATEGORY(IES) OF DATA SUBJECT(S)

EDPS staff except trainees.

6/ DESCRIPTION OF THE DATA OR CATEGORIES OF DATA (INCLUDING, IF APPLICABLE, SPECIAL CATEGORIES OF DATA (ARTICLE 10) AND/OR ORIGIN OF DATA)

- gender
- grade (AD, AST or other)

These pieces of information are mandatory. Participation to the survey is totally voluntary and for all questions, there is always a possibility to reply "no answer" or "no opinion".

7/ INFORMATION TO BE PROVIDED TO THE DATA SUBJECTS

Regulation 45/2001 applies to processing operations of personal data carried out by the EDPS.

Further to Articles 11 and 12 of this Regulation, the EDPS provides data subjects with the following information:

Information is given through this specific data protection notice. This information appears each time a person accessed the survey.

1. Introduction

EUSurvey, as an application developed by the Commission of the European Union, is committed to user privacy. The policy on protection of individuals with regard to the processing of personal data by the Community institutions is based on Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000.

The legal basis for this processing is Article 5(a) of Regulation (EC) 45/2001 and its provisions establishing the European Data Protection Supervisor and setting out his duties and powers.

2. Description and purpose of the processing

The EDPS launches an online survey of the views of EDPS staff to measure staff satisfaction. The survey is being carried out by the EDPS. This is done through the EU Survey, application developed by the Commission of the European Union. Individual responses will be processed by the HRBA Unit in accordance with Regulation 45/2001 and the specific privacy notice relating to the online survey.

3. Controller - Processor

The European Data Protection Supervisor is the controller.

Data processed is under the responsibility of the Head of Unit of DIGIT.A.3, Directorate-General for Informatics (DIGIT) of the European Commission. The DIGIT's Data Protection Coordinator ensures that the provisions of the above-mentioned regulation are applied within DIGIT.

4. Personal data and how we use them

This statement only covers the corporate service dimension of EUSurvey. EUSurvey will process the personal data only for the purposes for which they were transmitted.

Identity

The survey owners (the EDPS) sign up to ECAS (the EC's Authentication Service).

EUSurvey stores the ECAS login as well as e-mail addresses of the survey owners such as retrieved from ECAS and the European Commission's Central User Database which is stored at the Data Centre of the European Commission. The Data Centre of the European Commission is bound to comply with Regulation (EC) N° 45/2001.

Other personal data

In addition to the personal information processed by the EUSurvey service itself, there are only two mandatory personal data (grade (AD, AST or other) and gender) we request from you within questionnaires.

The email address will only be used for sending the link to participate in the said survey. It is stored by EUSurvey and is not intended for sharing with the survey owners.

Participation to the survey is totally voluntary and for all questions, there is always a possibility to reply "no answer" or "no opinion".

How we use your data

The EDPS will use the replies to create and analyse aggregated statistics and will never use the personal data for any other purposes. The EDPS will only have access to the content of the answers in an anonymous form and will not be informed of the identity of the respondents.

Considering the small size of the institution, the EDPS pays attention to formulating the questions so that the replies may not automatically lead to the identification of the respondent and to aggregating the results so that no individual may be inferred from them. No identification attempts will be carried out.

Cookies and local storage

The system uses

- session "cookies" in order to ensure communication between the client and the server. Therefore, user's browser must be configured to accept "cookies". The cookies disappear once the session has been terminated.
- local storage to save copies of the inputs of a participant to a survey in order to have a backup if the server is not available during submission or the user's computer is switched off accidentally or any other cause.

The local storage contains the IDs of the questions and the draft answers.

Once a participant has submitted one's answers successfully to the server or has successfully saved a draft on the server, the data is removed from the local storage. There is a checkbox above the survey to disable the feature (useful if the participant uses a public computer).

5. Recipients

Only the staff carrying out the processing of your information, and dealing with EUSurvey have access to your data. This includes the survey owners and anyone having been granted access to the questionnaires, meaning only 3 people of the HRBA Unit.

The EDPS does not transmit any data to parties which are outside these recipients and the legal framework mentioned, without prejudice to a possible transmission to the bodies in charge of an inspection task in accordance with Community legislation, e.g. OLAF, or the Court of Auditors and the IAS. EDPS will not share personal data with third parties for direct marketing.

6. Data retention

Contributors' personal data will remain in the database until the results of the questionnaire have been completely analysed or until the survey owners have requested their removal.

The cookies disappear once the session has been terminated.

The EDPS only keeps the data for the time necessary to fulfil the purpose of collection or further processing. It will be deleted once the survey is closed and the results of the survey have been aggregated.

7. Rights of access and rectification

You have the right to obtain access to and rectification of your personal data. You may also under certain circumstances ask to have these data blocked and for the erasure of data about them which you consider to have been unlawfully processed. Finally you have the right to object to the processing of your personal data at any time, on legitimate compelling grounds relating to your particular situation.

To exercise your rights or to obtain any further information you can apply directly to the EDPS at edps@edps.europa.eu or to the EDPS Data Protection Officer at EDPS-DPO@edps.europa.eu.

8/ PROCEDURES TO GRANT DATA SUBJECTS' RIGHTS (RIGHTS OF ACCESS, TO RECTIFY, TO BLOCK, TO ERASE, TO OBJECT)

Rights of the data subject: you have the right to obtain access to and rectification of your personal data. You may also under certain circumstances ask to have these data blocked and for the erasure of data about them which you consider to have been unlawfully processed. Finally you have the right to object to the processing of your personal data at any time, on legitimate compelling grounds relating to your particular situation.

To exercise your rights or to obtain any further information you can apply directly to the EDPS at edps@edps.europa.eu or to the EDPS Data Protection Officer at EDPS-DPO@edps.europa.eu.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Automated and manual processing operation

10/ STORAGE MEDIA OF DATA

The system uses

- session "cookies" in order to ensure communication between the client and the server. Therefore, user's browser must be configured to accept "cookies". The cookies disappear once the session has been terminated.
- local storage to save copies of the inputs of a participant to a survey in order to have a backup if the server is not available during submission or the user's computer is switched off accidentally or any other cause.

The local storage contains the IDs of the questions and the draft answers.

Once a participant has submitted one's answers successfully to the server or has successfully saved a draft on the server, the data is removed from the local storage. There is a checkbox above the survey to disable the feature (useful if the participant uses a public computer).

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

The legal basis for this processing is Article 5(a) of Regulation (EC) 45/2001 and its provisions establishing the European Data Protection Supervisor and setting out his duties and powers.

12/ THE RECIPIENTS OR CATEGORIES OF RECIPIENTS TO WHOM THE DATA MIGHT BE DISCLOSED

Only the staff carrying out the processing of your information, and dealing with EUSurvey have access to your data. This includes the survey owners and anyone having been granted access to the replies to the questionnaires, meaning only 3 people in the HRBA Unit.

The EDPS does not transmit any data to parties which are outside these recipients, without prejudice to a possible transmission to the bodies in charge of an inspection task in accordance with Community legislation, e.g. OLAF, or the Court of Auditors and the IAS..

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

Data retention period: Contributors' personal data will remain in the database until the results of the questionnaire have been completely analysed or until the survey owners have requested their removal. The cookies disappear once the session has been terminated.

The EDPS only keeps the data for the time necessary to fulfil the purpose of collection or further processing. It will be deleted once the survey is closed and the results of the survey have been aggregated.

13 BIS/ TIME LIMITS FOR BLOCKING AND ERASURE OF THE DIFFERENT CATEGORIES OF DATA

(further to justified legitimate request from the data subject)

(Please, specify the time limits for every category, if applicable)

You may also under certain circumstances ask to have these data blocked and for the erasure of data about them which you consider to have been unlawfully processed. Finally you have the right to object to the processing of your personal data at any time, on legitimate compelling grounds relating to your particular situation.

To exercise your rights or to obtain any further information you can apply directly to the EDPS at edps@edps.europa.eu or the EDPS Data Protection Officer at EDPS-DPO@edps.europa.eu.

14/ HISTORICAL, STATISTICAL OR SCIENTIFIC PURPOSES

If you store data for longer periods than mentioned above, please specify, if applicable, why the data must be kept under a form which permits identification

N/A

15/ PROPOSED TRANSFERS OF DATA TO THIRD COUNTRIES OR INTERNATIONAL ORGANISATIONS

N/A

16/ FURTHER INFORMATION

N/A

The data controller declares the accuracy of the above statements and undertakes to notify any change affecting this information to the Data Protection Officer.

PLACE AND DATE: 5 APRIL 2016

THE CONTROLLER: LEONARDO CERVERA NAVAS