



European Committee  
of the Regions

## Data Protection Notice

### Survey questionnaire for the report on "Pact for Skills"

#### 1. Introduction

The European Committee of the Regions (CoR) is committed to respecting and protecting your personal data in accordance with [Regulation \(EU\) 2018/1725 \(EUDPR\)](#).

Your personal data may be collected and processed for the elaboration (before, during and after) of the study under the name: "The role of local and regional authorities in fostering regional partnerships for up and reskilling within the framework of the pact for skills".

#### 2. Who is responsible for the processing of personal data?

The CoR is responsible (as controller) for the processing of your personal data. The responsible service (delegated controller) is Directorate for Legislative Work II – Unit C3 (SEDEC commission, email: [studies@cor.europa.eu](mailto:studies@cor.europa.eu))

The processor of the personal data, who is responsible for conducting this study, on behalf of the controller, is Fondazione FORMIT, (email: [mail@formit.org](mailto:mail@formit.org)).

In general, the processor provides to CoR the elaboration of studies entirely or partially based on results gathered by way of surveys and online questionnaires, which will incur the collection of personal data submitted by survey respondents.

#### 3. What is the purpose of the processing?

The purpose of the processing is gathering information for preparing the above-mentioned study.

Personal data will be collected in order to contact you for participating to the online questionnaire (via EU survey) and for giving your contribution to it. The questionnaire is part of the study commissioned by the CoR to the processor 'Fondazione FORMIT'. This questionnaire is made available online by invitation only. Invited organisations and individuals will be sent a personal link to the questionnaire by email.

#### 4. What is the legal basis for the processing?

The legal basis for the processing of personal data is Article 5.1.d of the EUDPR, according to which: *'the data subject has given consent to the processing of his or her personal data for one or more specific purposes'*.

The consent for the use of personal data is required for those individuals/organisations wishing to participate in the questionnaire. When invited by an email to participate in the survey, these individuals/organisations will be proposed to accept the invitation and their inclusion in the personal data database of the questionnaire by using an opt-in button. Refusing to opt-in upon opening of the questionnaire implies the cancellation from the database as well as from the list of addressees (e-mails, names, surnames, and names of belonging public authorities) connected to this report. Participation is voluntary.

**5. What personal data are processed?**

i) For the establishment of a list of addresses – potential participants-, who are directly invited to participate in the survey, the following contact details are collected:  
Email address; Name; Surname; Name of the belonging organisation.

These personal data are collected from publicly available sources (e.g., Internet) or through lists of members provided by the delegated controller or by associations.

The abovementioned list of addressees may be used by the delegated data controller as an information tool in the preparation of further initiatives of similar content.

ii) For the participation in the survey by replying to the questionnaire:

- Name
- Email address
- Role/Position; Organisation of the respondent;
- Country/Region/City, where the Organisation is based;
- Other personal data that may be provided by the contributions of the respondents.

**6. Who are the recipients or categories of recipients of your personal data?**

- The CoR staff in charge of managing the survey (before, during and after its elaboration) namely Unit C3, SEDEC commission (delegated data controller).
- The Fondazione FORMIT's staff (data processor) in charge of managing the survey (before, during and after its elaboration).

**7. Are your personal data transferred to a third country or international organisation?**

No, your personal data are not transferred to non-EU Member States or to international organisations.

**8. How can you exercise your rights?**

You have the right to access your personal data, to rectify any inaccurate or incomplete personal data, to restrict (under certain conditions) the processing of your personal data, to request the deletion of your personal data (if processed unlawfully) and, where applicable, the right to data portability. You also have the right to withdraw your consent at any time. Please note that withdrawal of consent will not have retroactive effect.

You can direct your queries to [studies@cor.europa.eu](mailto:studies@cor.europa.eu) (of the delegated controller) and/or to [mail@formit.org](mailto:mail@formit.org) (of the processor) Your query will be dealt without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary.

You have the right of recourse to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under the EUDPR have been infringed as a result of the processing of your personal data by the CoR.

**9. How long are your personal data kept for?**

Your personal data will be kept for 6 months from the delivery of the final report of the study (estimated date: 30.06.2024).

The contribution on the substance will be rendered anonymous, if they contain personal data, by attributing a randomly generated code to each completed questionnaire.

Unless specifically requested by the addressee, the list of addressees' e-mails and contact details will be kept for a period of 2 years after the prospection.

**10. Are the personal data collected used for automated decision-making, including profiling?**

The CoR will not use your personal data to make automated decisions about you. "Automated decisions" are defined as decisions made without human intervention.

**11. Will your personal data be further processed for a purpose other than that for which data have been obtained?**

Your personal data will not be further processed for a different purpose, except for other initiatives like the organisation of conferences, hearings or events with regional or local authorities identified as relevant stakeholders for the CoR, upon your consent.

**12. Who do I contact if I have queries or complaints?**

If you have any further questions about the processing of your personal data, please contact first of all the data controller ([studies@cor.europa.eu](mailto:studies@cor.europa.eu)).

You may also contact the CoR data protection officer ([data.protection@cor.europa.eu](mailto:data.protection@cor.europa.eu)) and/or the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) at any time.

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