

**RECORD OF PROCESSING ACTIVITY
ACCORDING TO ARTICLE 31 REGULATION 2018/1725¹
NOTIFICATION TO THE DATA PROTECTION OFFICER**

NAME OF PROCESSING OPERATION²: – Interviews with experts and persons with disabilities for FRA’s project on the ‘Fundamental rights protection of persons with disabilities living in institutions’ (FRANET Service Request 24)

Reference number: DPR-2024-203
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Part 1 (Publicly available).

1) Controller(s)³ of data processing operation (Article 31.1(a))
<p>Controller: European Union Agency for Fundamental Rights (FRA) Schwarzenbergplatz 11, A-1040 Vienna, Austria Telephone: +43 1 580 30 – 0 Email: contact@fra.europa.eu Organisational unit responsible⁴ for the processing activity: Equality, Roma and Social Rights Unit Contact details: ARNDSector@fra.europa.eu Data Protection Officer (DPO): dpo@fra.europa.eu</p>

2) Who is actually conducting the processing? (Article 31.1(a))⁵
<p>The data is processed by the FRA itself <input checked="" type="checkbox"/></p> <p>The data is processed also by a third party (contractor) <input checked="" type="checkbox"/></p>

¹ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1725>

² **Personal data** is any information relating to an identified or identifiable natural person, i.e. someone who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity. This information may, for example, be the name, date of birth, a telephone number, biometric data, medical data, a picture, professional details, etc.

Processing means any operation or set of operations which is performed on personal data, whether or not by automatic means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

³ In case of more than one controller (e.g. joint FRA research), all controllers need to be listed here

⁴ This is the unit that decides that the processing takes place and why.

⁵ Is the FRA itself conducting the processing? Or has a provider been contracted?

10 FRANET contractors through an existing framework contract. Please find the contact details [here](#). Contact point at external third party:

Croatia: Centre for Peace Studies (CPS), Human Rights House Zagreb (HRH)

Germany: German Institute for Human Rights (GIHR)

Ireland: Lattanzio KIBS

Italy: Giacomo Brodolini Foundation

Latvia: Baltic Human Rights Society, Riga Graduate School of Law

Malta: Aditus foundation

Poland: Helsinki Foundation for Human Rights

Portugal: Centre for Social Studies

Slovenia: The Peace Institute, Institute of Criminology at the Faculty of Law of Ljubljana

Slovakia: Center for the Research of Ethnicity and Culture

3) Purpose of the processing (Article 31.1(b))

Why are the personal data being processed? Please provide a very concise description of what you intend to achieve with the processing operation. Specify the rationale and underlying reason for the processing and describe the individual steps used for the processing. If you do this on a specific legal basis, mention it as well (e.g. staff regulations for selection procedures).

The purpose of the processing of the personal data is to collect information and data for the purpose of a research project on the *Fundamental rights protection of persons with disabilities living in institutions*.

The project responds to a request contained in the [EU Strategy for the Rights of Persons with Disabilities 2021-2030](#), calling on FRA to examine the situation of persons with disabilities living in institutions regarding violence, abuse, and torture. The project builds upon FRA's previous work on [victims' rights](#) and on the [rights of persons with disabilities](#) and contributes to the Agency's activities as member of the [EU Framework for monitoring the UN Convention on the Rights of Persons with Disabilities \(CRPD\)](#).

This project consists of desk research (Service Request 23) and fieldwork research (Service Request 24) in the form of interviews with [experts](#) and [key stakeholders](#), as well as with [persons with disabilities](#), in Croatia, Germany, Ireland, Italy, Latvia, Malta, Poland, Portugal, Slovenia and Slovakia carried out by [FRANET contractors](#) across the aforementioned 10 Member States. The information from the interviews will feed into the preparation of a report to be published in 2025.

The objective of the expert interviews and the narrative in-depth interviews with people with disabilities is to complement the data gathered through the national desk research (SR 23) and provide FRA with primary country specific data on fundamental rights implications, gaps, challenges and promising practices in the implementation of policies, programmes and related measures for the protection from and response to instances of violence and abuse of persons with disabilities in institutions.

In order to carry out the interviews and collect information on national responses for the protection of and the response to violence in institutions of persons with disabilities, the contact details of experts, key stakeholders and persons with disabilities will be collected.

These personal data will be collected through the consent forms that will be provided to the interviewees before the interview, and during the interview, which will be conducted in person or through digital channels, e.g. internet and/or telephone or video call by FRA's FRANET contractors in the 10 countries covered by the research.

For accuracy and note taking purposes, interviews will be audio- and/or video-recorded upon your consent.

Interviewees will enjoy anonymity, FRA will not include any names in the final report. All recordings will be destroyed as indicated in section 8 below. Moreover, at any point during the interview, interviewees can indicate that they do not wish to be recorded.

In case an interview takes place online, FRANET contractors are requested to inform interviewees before the interview takes place about which online conference tool they will use for the interview and to provide a link to the tool's website where the tool's data protection policy can be found. IT servers used by FRANET contractors to collect and process the data are based within the EU.

FRANET contractors will use information gathered through the desk research component of the project (SR 23) to identify persons to be interviewed. They may also use other channels and find the contact details of the persons to be interviewed via lawyers, prosecutors, social services and institutional facilities, civil society and victim support organisations; organisations of and for persons with disabilities, national human rights bodies or other organisations and authorities of the respective EU Member State.

Participation is voluntary. Interviewees can discontinue their participation at any time or refuse to answer any question without consequence of any kind and without giving a reason.

4) Description of the categories of data subjects (Article 31.1(c))

Whose personal data are being processed?

FRA staff

Non-FRA staff (please specify e.g. Roma community, judges, etc.)

Interviewees: Policy makers / public officials responsible for institutional services; managers and employees of public / or private institutions; representatives of national human rights protection bodies, CSOs, victim support organisations; persons with disabilities.

5) Categories of personal data processed (Article 31.1(c))

Please tick all that apply and give details where appropriate

(a) **General personal data.**

Personal details (name, surname, sex).

Contact details (email address, phone number).

Education & Training details

Employment details (e.g. work experience, languages, name and type)

of the employer/organisation, address of the employer/ organisation)	<input type="checkbox"/>
Financial details (e.g. financial identification form, bank account information).	<input type="checkbox"/>
Family, lifestyle and social circumstances (for accuracy and note taking purposes during the video and/or audio recording this type of personal data might be revealed).	<input checked="" type="checkbox"/>
Goods or services provided	<input type="checkbox"/>
Other (please give details):	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> - If the interviews with the relevant persons take place online, IP addresses, cookies, metadata or information about participants' devices might be collected by the online tools used to carry out the interview. - As the interviews will be video and/or audio recorded (upon consent) for accuracy and note-taking purposes, voice and/or image of the participant will be processed. 	
(b) Special categories of personal data (Article 10)	
<ul style="list-style-type: none"> - Since the purpose of the interviews is to examine the situation of people with disabilities living in institutions, genetic and/or biometric data, or data concerning health might be revealed during the interviews. - Information regarding and individual's sex life or sexual orientation as well as racial or ethnic origin, political opinions and/or religious or philosophical beliefs might also be revealed during the interviews. - Should the interviews and meetings with the relevant persons take place online, racial or ethnic origin, political opinions and/or religious or philosophical beliefs might be incidentally revealed by the image when participants switch on their cameras. 	
Racial or ethnic origin	<input checked="" type="checkbox"/>
Political opinions	<input checked="" type="checkbox"/>
Religious or philosophical beliefs	<input checked="" type="checkbox"/>
Trade union membership	<input type="checkbox"/>
Genetic, biometric or data concerning health	<input checked="" type="checkbox"/>
Information regarding an individual's sex life or sexual orientation	<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>
(c) Personal data relating to criminal convictions and offences (Article 11)	
Criminal record (or similar, e.g. declaration of good conduct)	<input type="checkbox"/>
N/A	<input checked="" type="checkbox"/>

6) Recipient(s) of the data (Article 31.1 (d))

*Recipients are all parties who have access to the personal data. Who will have access to the data **within** FRA? Who will have access to the data **outside** FRA? No need to mention entities that may have access in the course of a particular investigation (e.g. OLAF, EO, EDPS).*

Designated **FRA** staff members

Designated staff members of FRA's Equality, Roma and Social Rights Unit and FRA staff working on the project .

Recipients **outside** FRA:

Designated staff of the FRANET contractors carrying out the interviews (please refer to Section 2 above).

7) Transfers to third countries or international organisations (Article 31.1 (e))⁶

If the personal data are transferred outside the European Economic Area or to international organisations, this needs to be specifically mentioned, since it increases the risks of the processing operation.

Transfer outside of the EU or EEA

Yes

No

If yes, specify to which country:

Transfer to international organisation(s)

Yes

No

If yes specify to which organisation:

Legal base for the data transfer

Transfer on the basis of the European Commission's adequacy decision (Article 47)

Transfer subject to appropriate safeguards (Article 48.2 and .3), specify:

a) A legally binding and enforceable instrument between public authorities or bodies. Standard data protection clauses, adopted by

b) the Commission, or

⁶ **Processor** in a third country using standard contractual clauses, a third-country public authority you cooperate with based on a treaty. If needed, consult your DPO for more information on how to ensure safeguards.

- c) the European Data Protection Supervisor and approved by the Commission, pursuant to the examination procedure referred to in Article 96(2) .
- d) Binding corporate rules, Codes of conduct , Certification mechanism pursuant to points (b), (e) and (f) of Article 46(2) of Regulation (EU) 2016/679, where the processor is not a Union institution or body.

Subject to the authorisation from the European Data Protection Supervisor:

Contractual clauses between the controller or processor and the controller, processor or the recipient of the personal data in the third country or international organisation.

Administrative arrangements between public authorities or bodies which include enforceable and effective data subject rights.

Transfer based on an international agreement (Article 49), specify:

Derogations for specific situations (Article 50.1 (a) –(g))

N /A

Yes, derogation(s) for specific situations in accordance with article 50.1 (a) –(g) apply
In the absence of an adequacy decision, or of appropriate safeguards, transfer of personal data to a third country or an international organisation is based on the following condition(s):

(a) The data subject has explicitly consented to the proposed transfer, after having been informed of the possible risks of such transfers for the data subject due to the absence of an adequacy decision and appropriate safeguards

(b) The transfer is necessary for the performance of a contract between the data subject and the controller or the implementation of pre-contractual measures taken at the data subject's request

(c) The transfer is necessary for the conclusion or performance of a contract concluded in the interest of the data subject between the controller and another natural or legal person

(d) The transfer is necessary for important reasons of public interest

(e) The transfer is necessary for the establishment, exercise or defense of legal claims

(f) The transfer is necessary in order to protect the vital interests of the data subject or of other persons, where the data subject is physically or legally incapable of giving consent

(g) The transfer is made from a register which, according to Union law, is intended to provide information to the public and which is open to consultation either by the public in general or by any person who can demonstrate a legitimate interest, but only to the extent that the conditions laid down in Union law for consultation are fulfilled in the particular case

8) Retention time (Article 4(e))

How long will the data be retained and what is the justification for the retention period? Please indicate the starting point and differentiate between categories of persons or data where needed (e.g. in selection procedures candidates who made it onto the reserve list vs. those who didn't). Are the data limited according to the adage "as long as necessary, as short as possible"?

The personal data referred to in section 2 above, as well as consent forms, will be kept for 24 months after the final date of implementation of the project as indicated in the respective FRANET contracts. All data held by FRA and contractors will then be deleted. Anonymised research material, e.g. reporting templates, will be kept indefinitely.

9) Technical and organisational security measures (Article 31.1(g))

Please specify where/how the data are stored during and after the processing; please describe the security measures taken by FRA or by the contractor

How is the data stored?

- | | |
|--|-------------------------------------|
| Document Management System (DMS) | <input checked="" type="checkbox"/> |
| FRA network shared drive | <input checked="" type="checkbox"/> |
| Outlook Folder(s) | <input checked="" type="checkbox"/> |
| CRM | <input type="checkbox"/> |
| Hardcopy file | <input type="checkbox"/> |
| Cloud (MS 365, see record here) | <input checked="" type="checkbox"/> |
| Servers of external provider | <input checked="" type="checkbox"/> |
- Other: The data is stored by FRANET contractors in the EU and not transferred outside EU.

10) Exercising the rights of the data subject (Article 14 (2))

How can people contact you if they want to know what you have about them, want to correct or delete the data, have it blocked or oppose to the processing? How will you react?

See further details in the Data Protection notice: e-mail to ARNDSector@fra.europa.eu

Data subject rights

- Right of access
- Right to rectification
- Right to erasure (right to be forgotten)
- Right to restriction of processing
- Right to data portability
- Right to object
- Notification obligation regarding rectification or erasure of personal data or restriction of processing
- Right to have recourse
- Right to withdraw consent at any time