RECORD OF PROCESSING ACTIVITY
ACCORDING TO ARTICLE 31 REGULATION 2018/1725[1]
NOTIFICATION TO THE DATA PROTECTION OFFICER

NAME OF PROCESSING OPERATION[2]: Stakeholder Consultation

DPR-2019-069
Creation date of this record: 04/06/2019
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1)   Controller(s)[3] of data processing operation (Article 31.1(a))
Controller: European Union Agency for Fundamental Rights (FRA) Organisational unit **responsible**[4] for the processing activity: Corporate Services Contact person: C. Manolopoulos Data Protection Officer (DPO): ▓▓▓▓▓▓▓▓ dpo@fra.europa.eu)

2) Who is actually conducting the processing? (Article 31.1(a))[5]	
The data is processed by the FRA itself	☒
The data is processed also by a third party (contractor) [mention the third party]	☐

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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).

FRA's stakeholders are consulted to provide inputs on the document 'Director's Note on 2021'. The document, and a specific questionnaire, will be sent to collect opinions of the stakeholders about the planned and potential activities of FRA.

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

Whose personal data are being processed?

FRA staff ☐

Non-FRA staff ☒

Representative of FRP and of Equality Bodies and National HR Institutions,

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

Please tick all that apply and give details where appropriate. Include information if automated decision making takes place, evaluation and monitoring

(a) General personal data:
The personal data contains:

Personal details (*e.g. name, surname, date of birth, gender, nationality, address,* ☒ *photo, ID copy, social security certificate, medical certificate, military/civil Certificate, criminal record, etc.*)

Contact details (*e.g. postal address, email address, mobile and fax number*) ☒

Education & Training details ☐

Employment details (*e.g. work experience, languages, opinions*) ☒

Financial details (*e.g. financial identification form, bank account information*) ☐

Family, lifestyle and social circumstances ☐

Goods or services provided ☐

Other (please give details):

(b) Sensitive personal data (Article 10)
The personal data reveals:

Racial or ethnic origin	☐
Political opinions	☐
Religious or philosophical beliefs	☐
Trade union membership	☐
Genetic, biometric or data concerning health	☐
Information regarding an individual's sex life or sexual orientation	☐

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

*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?*

Designated **FRA** staff members (FRA planning team)	☒
Designated persons **outside** FRA: (please specify)	☐

7) Transfers to third countries or recipients outside the EEA (Article 31.1 (e))[7]

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

Data are transferred to third country recipients:	
Yes	☐
No	☒
If yes, specify to which country:	
If yes, specify under which safeguards:	
Adequacy Decision of the European Commission	☐
Standard Contractual Clauses	☐

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[6] No need to mention entities that may have access in the course of a particular investigation (e.g. OLAF, EO, EDPS).

[7] **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.

| Binding Corporate Rules | ☐ |
| Memorandum of Understanding between public authorities | ☐ |

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 raw data will be stored for unlimited time; the emails that were received by the stakeholders will be stored until 31.12.2019 and will be deleted after this date.

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?

FRA network shared drive	☒
Outlook Folder(s)	☒
CRM	☐
Hardcopy file	☐
Cloud (give details, *e.g. cloud provider*)	☐
Servers of external provider Other (please specify):	☐

10) Lawfulness of the processing (Article 5(a)–(d))[8]: Processing necessary for:

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[8] Tick (at least) one and explain why the processing is necessary for it. Examples:

(a) a task attributed to your EUI by legislation, e.g. procedures under the staff regulations or tasks assigned by an Agency's founding regulation. Please mention the specific legal basis (e.g. "Staff Regulations Article X, as implemented by EUI IR Article Y", instead of just "Staff Regulations")

(a2) not all processing operations required for the functioning of the EUIs are explicitly mandated by legislation; recital 17 explains that they are nonetheless covered here, e.g. internal staff directory, access control.

(b) a specific legal obligation to process personal data, e.g. obligation to publish declarations of interest in an EU agency's founding regulation.

(c) this is rarely used by the EUIs.

(d) if persons have given free and informed consent, e.g. a photo booth on EU open day, optional publication

Mention the legal basis which justifies the processing	
(a)	a task carried out in the public interest or in the exercise of official authority vested in the FRA (including management and functioning of the institution) ☒
	(Legal instrument: <u>Founding Regulation</u> (EC) No. 168/2007 establishing the European Union Agency for Fundamental Rights Articles 4.1 a) and 4.1 c). It is accordance with Article 8.1 and Article 10.4 a). This consultation is in line with FRA Integrated Planning Approach.)
(b)	compliance with a legal obligation to which the FRA is subject ☒
(c)	necessary for the performance of a contract with the data subject or to prepare such a contract ☐
(d)	Data subject has given consent (ex ante, explicit, informed) ☐
	Describe how consent will be collected and where the relevant proof of consent will be stored
(e)	necessary in order to protect the vital interests of the data subjects or of another natural person ☐

11) Data Minimisation(Article 4(c))

Do you really need all data items you plan to collect? Are there any you could do without?

The processed personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

12) Transparency (Article 14)

How do you inform people about the processing operation?

Privacy notive will be attached to email.

13) 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?

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of photos in internal directory;
(e) e.g. processing of health information by first responders after an accident when the person cannot consent.

Data subject rights:

Right		
Right to have access	☒	Until 31.12.2019
Right to rectify	☒	Until 31.12.2019
Right to erase ("right to be forgotten)	☒	Until 31.12.2019
Right to restrict of processing	☒	Until 31.12.2019
Right to data portability	☒	Until 31.12.2019
Right to object	☒	Until 31.12.2019
Right to obtain notifications to 3rd parties	☐	Not applicable
Right to have recourse	☒	Until 31.12.2019
Right to withdraw consent at any time	☒	Until 15.11.2019

14) High risk identification

Does this process involve any of the following?

- ☐ *data relating to health, (suspected) criminal offences or otherwise considered sensitive ('special data categories');*
- ☐ *evaluation, automated decision-making or profiling;*
- ☐ *monitoring data subjects;*
- ☐ *new technologies that may be considered intrusive.*

If yes provide details

Not applicable

15) Other linked documentation

Please provide links to other documentation of this process (consent form, privacy notice, project documentation, security related policies /measures etc.)

Privacy notice

Responsible	Signature	Date

C. Manolopoulos
Head of Corporate Services