

## **DATA PROTECTION NOTICE**

### **regarding the 2021 Staff Engagement Survey organised by Eurojust and provided by PwC**

#### **1. Context and Controller**

As Eurojust collects and further processes personal data in the context of the 2021 staff engagement survey, it is subject to Regulation (EU) 2018/1725 of 23 October 2018 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Collection and processing of personal data in the context of the 2021 staff engagement survey are under the responsibility of the Controller, who is the Head of Human Resources at Eurojust and can be contacted at [hohrconfidential@eurojust.europa.eu](mailto:hohrconfidential@eurojust.europa.eu).

#### **2. What personal information do we collect, for what purpose, under which legal bases and through which technical means?**

##### ***Legal basis of the processing***

The legal bases for the processing activities are:

- Article 5(1)(b) of Regulation EU 2018/1725: processing is necessary for compliance with a legal obligation to which the controller is subject;
- Consent of the data subjects as participation to the survey is entirely voluntary; and,
- Framework Contract CON/17/ETF/0001 “Benchmarked staff engagement surveys” with PwC

##### ***Purpose of the processing***

The purpose of this data processing activity is to support Eurojust in better tailoring of future policies, improving ongoing initiatives and solving any eventual criticalities emerging from the survey.

The survey will be completed by staff on a voluntary basis. PwC will provide Eurojust with three reports: an anonymous, aggregated, comprehensive data analysis report corresponding to all Eurojust staff, a report by department and a report by organisational entity (where there are more than six respondents) related to staff member’s current engagement and welfare at Eurojust. This will help Eurojust focus its efforts for better results and provide a benchmark for future analysis on specific topics.

##### ***Technical means***

The survey will be conducted via the Qualtrics platform. Qualtrics adheres to the principles set forth in the most important international standards, such as ISO 27002, and regularly verifies its compliance. Access to Qualtrics is limited to few members of the PwC project team supporting the survey roll-out. All Qualtrics accounts for survey administrators are password protected and passwords are updated regularly.

The information data subjects will submit via this survey will only be used for the purpose of obtaining anonymous feedback from them. Results of the survey will be reported in aggregate form and will not enable individual respondents to any questions to be identified. Breakdowns of responses will never be disclosed where less than six respondents will reply and cross-analysis will never be performed. Moreover, anonymity will be guaranteed in all outputs presenting the surveys' results: survey answers and results will be anonymous and it will not be possible for PwC and for Eurojust to link the answers provided to the email address of each respondent. Answers to open questions will only be reported at an organisational level to further ensure anonymity of responders. As soon as staff submit their individual replies to the survey, they will not be able to modify them.

### ***Types of personal data***

The survey will be filled in on a voluntary basis by temporary and contract staff working at Eurojust at the time the survey is launched.

List of data categories that EUROJUST will provide to PwC to launch the survey and report on results:

- email addresses (needed to send the survey link to staff), unit and department of all active Eurojust staff (TA, CA) that have started work at the Agency at least 3 months before the survey launch date; and,
- a separate, aggregated, anonymous table with the overall number of active staff by gender (male, female), level (management/non-management), contract (CA, TA) expat status (yes, no) tenure (less than 1 year, between 1 and 5 years, more than 5 years employed at Eurojust) to enable reporting, i.e. percentage of respondents for a specific organisational entity for example.

List of data categories the data subjects will provide to PwC should they choose to complete the survey:

- gender;
- whether the respondent is managing an organisational entity (yes or no);
- the respondent's type of contract (TA, CA), length of service (under 1 year, between 1 and 5 years, more than 5 years), and expatriate status (yes or no); and,
- personal views on the survey questions collected anonymously.

### **3. To whom is your personal data disclosed?**

Only a restricted group of PwC staff - those members of the PwC survey team actually managing the survey administration via Qualtrics - will have access to Eurojust data and results. No Eurojust staff will have access to the data submitted via the tool but only to the survey results aggregated by Unit/Department/Organisation.

All Eurojust staff will have access to the overall anonymous analysis report provided by PwC as it will be published on the intranet and circulated by email. The report by department will be made available to the HoHR, HRD that is responsible for the overall running of the survey, the relevant department head and the Administrative Director. The relevant department head will share the department report with the staff s/he supervises. Reports by organisational entity will be made available to HoHR, HRD that is responsible for the overall running of the survey, the

relevant department head, the relevant entity Head and the Administrative Director. The relevant head of entity will further share the report with the staff s/he supervises.

#### **4. How can you verify, modify or delete your information?**

You have the right of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. Under certain conditions, you have the right to ask that we delete your personal data or restrict their use. You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time. We will consider your request, take a decision and communicate it to you. For more information, please see Articles 14 to 21, 23 and 24 of Regulation (EU) 2018/1725. Please note that in some cases restrictions under Article 25 of Regulation (EU) 2018/1725 may apply.

If you wish to exercise your data subject rights, any such request should be directed to the Head of Human Resources at Eurojust at [hohrconfidential@eurojust.europa.eu](mailto:hohrconfidential@eurojust.europa.eu).

You may also contact the Data Protection Officer at Eurojust at [dpo@eurojust.europa.eu](mailto:dpo@eurojust.europa.eu).

#### **5. How long do we keep your personal data?**

Survey responses will only be retained for as long as it is necessary for PwC to collect and analyse the survey data and prepare the aggregated reports. Once the reports are sent, PwC will delete:

- individual responses (microdata);
- demographic information of staff members; and,
- email addresses.

This is done manually by members of the project team who have been working on this assignment and not later than three months after the reports are sent.

PwC will keep aggregated results of the standard close-ended questions, at the Eurojust-wide level and for demographic breakdowns (excluding for Department and Unit level) to be able to benchmark with other Agencies if this is requested. All references to Eurojust are removed from the data stored.

Eurojust will keep the analysis reports provided by PwC for a maximum 10 year period to ensure benchmarking of results with future surveys.

#### **6. Contact information**

You have the right to access, rectify or erase or restrict the processing of your personal data or, where applicable, the right to object to processing or the right to data portability in line with Regulation (EU) 2018/1725.

Any such request should be directed to the Controller, by using the following email address:

[hohrconfidential@eurojust.europa.eu](mailto:hohrconfidential@eurojust.europa.eu), and by explicitly specifying your request.

You may also contact the Data Protection Office of the Eurojust ([dpo@eurojust.europa.eu](mailto:dpo@eurojust.europa.eu)).

#### **7. Recourse**

You have the right to lodge a complaint to the European Data Protection Supervisor ([https://edps.europa.eu/data-protection/our-role-supervisor/complaints\\_en](https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en)) if you consider that your rights under the Eurojust Regulation and/or Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data or seek a judicial remedy before the Court of Justice.