



EUROPEAN RESEARCH EXECUTIVE AGENCY (REA)

REA Unit.D.1.

Data Protection Notice

REA staff survey in the context of internal control assessment (ICAT survey)

REA.D1 – Planning, Knowledge and Compliance

In accordance with the Regulation (EU) 2018/1725 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 data¹ ('the Regulation'), the European Research Executive Agency ('the Agency' or 'REA') collects your personal information **only to the extent necessary** to fulfil a precise purpose related to our tasks.

For more detailed information on the data processed by REA please refer to the Record, available at [Public Central Register for Data Protection Records in REA \(europa.eu\)](https://public-ec.europa.eu/central-register-for-data-protection-records).

1. WHY DO WE COLLECT YOUR PERSONAL DATA?

According to REA's internal control framework the Agency must assess the effectiveness of its internal control system at least once a year. As part of this assessment, a survey - addressed to staff and managers - is carried out on a biennial basis to assess the level of knowledge and awareness on selected internal control matters.

2. WHO IS RESPONSIBLE FOR THIS PROCESS?

The controller is the Research Executive Agency, represented by its Director. For organisational reasons, the role of the data controller has been entrusted by the Director to the delegated controller and is exercised by the Head of unit of Unit REA.D.1 "Planning, Knowledge and Compliance" (delegated controller). The controller may be contacted via functional mailbox REA-SPIC@ec.europa.eu.

3. WHAT IS THE LEGAL BASIS TO COLLECT YOUR DATA?

Article 5(1) (a) of the Regulation:

- (a) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body.
- (a2) processing of personal data necessary for the management and functioning of the Union Institutions or bodies (Recital (22) of the Regulation);

The basis for the processing referred to in point (a) of paragraph 1 has been laid down in particular in:

- Financial Regulation Chapter 7 (Principle of sound financial management and performance), and in particular Article 36, point 3 alinea (g).

¹ Regulation (EU) 2018/1725 of the European Parliament and of the Council 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 (OJ L 295 of 21.11.2018, p.39).

- [Communication to the Commission from Commissioner Oettinger: Revision of the internal control framework C\(2017\) 2373, 19. April 2017\) final.](#)
- REA's internal control framework (a transposition of the above EC Communication).

4. WHICH PERSONAL DATA ARE COLLECTED?

To prepare the survey, two representative random samples are taken from SYSPER, one for staff and one for managers. For the sampling process, the following data are taken from SYSPER:

- Identification data: first and last name; gender;
- Contact data: email;
- Employment related data: Start date in REA; Job family; Standard job title; REA entity (unit);
- Other incidental and unsolicited data: "If you include additional information in your responses to open questions, please ensure it does not contain any personally identifiable details. Should you choose to provide such information, we will not process it and will delete it promptly.

5. WHO WILL HAVE ACCESS TO YOUR PERSONAL DATA?

Access is always strictly on a need-to-know basis.

Only authorised staff members from the internal control sector (REA.D.1.002), as survey administrators will have access to the data. Authorised staff in DG DIGIT will have access to the data while running the survey via EU Survey IT tool.

In addition, data may be disclosed to public authorities, which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law and shall not be regarded as recipient (such as the European Court of Justice, OLAF, EPPO, etc.). The processing of those data by those public authorities shall comply with the applicable data protection rules according to the purpose of the processing.

The transmission of data outside the Agency will **be restricted to the information necessary** for the competent entity to carry out its task that will process those data only for the purposes for which they have been transmitted.

6. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We are keeping the personal data mentioned under point 4 for the time to conclude the exercise (survey, analysis and adoption of the outcome), which means approximately 3 months from the launch of the survey. No further processing for historical, statistical or scientific purposes is envisaged.

7. WHAT ARE YOUR RIGHTS?

You have access to your personal data and may exercise your right of information / access / rectification / erasure / restriction / data portability / objection / withdrawal of consent by contacting the data controller at: REA-SPIC@ec.europa.eu.

Any request from a data subject to exercise a right will be dealt within one month from receipt of the request. This period may be extended pursuant to Article 14(3) of Regulation (EU) 2018/1725.

Your right to information, access, rectification, erasure, restriction or objection to processing may be restricted only under certain specific conditions as set out in the applicable [Restriction Decision](#) for

REA, in accordance with Article 25 of the Regulation (EU) 2018/1725. Restrictions may also apply due to communication of a personal data breach of confidentiality of electronic communications.

8. CONTACT INFORMATION

In case you have any questions about the collection/processing of your personal data, you may contact the data controller who is responsible for this processing activity by using the following email address: REA-SPIC@ec.europa.eu.

Further to the above, the following instances can be addressed to:

REA Data Protection Officer (DPO): REA-DATA-PROTECTION-OFFICER@ec.europa.eu

In case of conflict, complaints can be addressed to the European Data Protection Supervisor: EDPS@edps.europa.eu.