



## **Data Protection Notice**

### **REA staff survey in the context of internal control assessment (ICP 16)**

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 data (Regulation), the Research Executive Agency (Agency or REA) collects your personal information only to the extent necessary to fulfil a precise purpose related to our tasks.

#### **1. WHY DO WE COLLECT YOUR PERSONAL DATA?**

According to REA's internal control framework (Communication to the Commission from Commissioner Oettinger: Revision of the internal control framework C(2017) 2373 dated 19 April 2017) final related to Internal Control Principle 16, REA should assess the effectiveness of its internal control system at least once a year.

As part of this assessment, a survey to staff and to managers is carried out on an annual basis regarding selected internal control issues. There are two sets of questionnaires, one for staff and one for management. The survey is anonymous and no link will be made between the answers given and the identity of the participants. The methodology and participation is prepared by REA's sector responsible for internal control issues and decided by REA's Director. REA uses the survey results and comments made to analyse effectiveness of its internal control system. As a follow-up of the control activity the survey's outcome will be used to publish a report and to set up an action plan with implementing measures.

#### **2. WHO IS RESPONSIBLE FOR THIS PROCESS?**

The controller is the Research Executive Agency (REA). For organisational reasons, the role of the data controller is exercised by Mr Marc BELLENS, RMIC (Responsible for internal control and risk management) Head of Department C. The controller may be contacted via functional mailbox [REA-RMIC@ec.europa.eu](mailto:REA-RMIC@ec.europa.eu) or via email [Marc.Bellens@ec.europa.eu](mailto:Marc.Bellens@ec.europa.eu).

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

The processing is necessary for the performance of tasks carried out in the public interest or in the exercise of official authority vested in the Union institution or body (Article 5(1) (a) of Regulation).

The processing is necessary for compliance with a legal obligation to which the controller is subject (Article 5(1) (b) of the Regulation).

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

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).

## **1. WHICH PERSONAL DATA ARE COLLECTED?**

In order to prepare the survey, two representative random samples were taken from SYSPER. The random samples were used to set up a list with names of managers and one of staff which will participate to the survey. For the sampling process the following data was used from SYSPER:

- Name, surname
- Professional email
- Job family (administrative, financial, legal, project management etc.)
- Function (manager or not)
- REA entity (unit)

In the EU survey, no personal data is collected. The participants are contacted by DIGIT, via an automated notification from the EU Survey tool.

## **2. WHO WILL HAVE ACCESS TO YOUR PERSONAL DATA?**

### **a. WHO WILL HAVE ACCESS TO THE DATA WITHIN THE AGENCY?**

Staff members from Sector C0.1 as survey administrators.

### **b. WHO WILL HAVE ACCESS TO THE DATA OUTSIDE THE AGENCY?**

Staff in DG DIGIT for running the survey via EU Survey IT tool.

## **3. HOW LONG DO WE KEEP YOUR PERSONAL DATA?**

For the purpose of the current process, the personal data mentioned under point 1.8 is kept 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.

## **4. WHAT ARE YOUR RIGHTS?**

Data subjects may have access to their personal data and may exercise their right of access / rectification / erasure / restriction / data portability / objection / withdrawal of consent (where applicable) by sending an email to [REA-RMIC@ec.europa.eu](mailto:REA-RMIC@ec.europa.eu) functional mailbox. Certain personal data can be accessed and rectified by the data subjects directly in SYSPER.

## **5. 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:

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

REA Data Protection Officer (DPO): [REA-DATA-PROTECTION-OFFICER@ec.europa.eu](mailto: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](mailto:EDPS@edps.europa.eu).