



PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data

1. Introduction

The European Union Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (hereafter, 'eu-LISA') is committed to protect your personal data and to respect your privacy. eu-LISA collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data.

The information in relation to processing operation '*Training Needs Assessment (TNA) Questionnaire*' undertaken by Capability Building Sector is presented below.

2. Why and how do we process your personal data?

The Governance and Capabilities Unit - Capability Building Sector collects and uses your personal information to perform annual evaluation of the Member States' training needs.

Data is collected using an online survey platform ('EuSurvey' - <https://ec.europa.eu/eusurvey/>). EuSurvey is a web application for online survey creation and publication developed and maintained by DG DIGIT, the Directorate-General for Informatics of the European Commission known as "DIGIT".

In order to participate to the survey, the survey responders receive an email invitation from the controller. The responders can participate to the survey directly by accessing the link sent previously by the controller. The survey includes a Privacy notice and the link to this Privacy Statement for further information about the data processing by Eu-LISA.

EuSurvey is using Europa Analytics for traffic statistics and analytics. Europa Analytics is the corporate service that monitors and evaluates the effectiveness and efficiency of the European Commission's websites on Europa.eu. Europa Analytics is based on the open source analytics platform "Matomo" and is installed on a webserver. Both the infrastructure and software are under the full control of the European Commission and comply with the current EU data protection legislation. For more information about the data processing and measures, the 'do not track' preference and other information please refer to [EuropaAnalytics website](#).

Data from EuSurvey is stored for 2 weeks after receiving respondents' participation in a secured and protected database hosted by the Data Centre of the European Commission and is manually deleted from EuSurvey by the survey owner. After completing the exercise, data from EuSurvey is transferred to eu-LISA's data center and manually deleted after 1 year (until to the next TNA cycle).

Your personal data will not be used for an automated decision-making including profiling.

3. On what legal ground(s) do we process your personal data

We process your personal data, because data provided will enable eu-LISA to plan its training portfolio for each year in accordance with its mandate in training and stakeholders' needs. The data is necessary for the management and functioning of the Agency, as per Article 5(1)(a) of the Regulation (EU) 2018/1725 and Recital 22.

The legal basis for the processing of optional information from the survey is Article 5(d) of Regulation EU 2018/1725 based on the consent of the data subject. Consent can be withdrawn at any moment by contacting the controller.

4. Which personal data do we collect and further process?

In order to carry out this processing operation the Governance and Capabilities Unit collects the following categories of personal data:

- Name,
- Organisation
- Position
- Function
- Country
- telephone number
- Email
- First-party Cookies via [Europa Analytics](#).

5. How long do we keep your personal data?

The Governance and Capabilities Unit – Capability Building Sector only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing. The data is kept on the EU Survey platform for 2 weeks as of the last date of data collection announced in the respective questionnaire. The data extracted from the EU Survey platform, will be stored on eu-LISA secure servers for 12 months as of the last date of data collection announced in the respective questionnaire.

6. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is provided to eu-LISA staff responsible for carrying out this processing operation and to authorised staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The Commission staff managing the EUSurvey application may have access to your personal data only for purposes of system support and maintenance.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

7. What are your rights and how can you exercise them?

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor.

8. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, eulisa-TRAINING@EULISA.EUROPA.EU

- The Data Protection Officer of eu-LISA

You may contact the Data Protection Officer (dpo@eulisa.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.