



Cabinet

Public record of processing activity:

Handling of names and e-mail addresses of for a stakeholder survey on EU transparency

1. Last update of this record: 19-07-2021

2. Reference number: 12/2021

3. Name and contact details of the controller: Cabinet of the European Ombudsman, 1 avenue du Président Robert Schuman, CS 30403, F-67001 Strasbourg Cedex. Contact: Cabinet, e-mail: cabinet@ombudsman.europa.eu

4. Name and contact details of the Data Protection Officer: Ms Francesca Pavese - Deputy DPO: Mr Nicholas Hernanz

Dpo-Euro-Ombudsman@ombudsman.europa.eu

5. Name and contact details of the processor: N/A

6. Name and contact details of the joint controller(s): N/A

7. Purpose(s) of the processing: Putting together a mailing list for a survey. The survey will feed into a seminar on the future of EU transparency, ultimately helping the Ombudsman to improve her work in this field. Correspondents receive an e-mail and are asked to fill in an anonymous survey. The results of the survey will be processed in an anonymised form whereby it is impossible to trace a reply back to a specific correspondent. Legal basis of this activity is Article 228 of the TFEU and Article 6 of Regulation (EU) 1725/2018.

8. Description of the categories of data subjects and of the categories of personal data: Names and e-mail addresses and in some cases names of employers of stakeholders dealing with EU transparency, namely academics, civil society organisations, journalists and former complainants.

9. Time limit for keeping the data and, where possible, for erasure: Personal data in connection to the survey will be deleted after a maximum of two years.

10. Recipients of the data: The Ombudsman's Cabinet, the Communications Unit and the ICT unit for technical processing.



11. Are there any transfers of personal data to third countries and/or to International Organisations?: No.

12. General description of security measures: Personal data on the mailing list are protected by security measures set up by the Information and Communication Technologies sector to preserve the integrity and confidentiality of the institution's electronic property. All data are only accessible to those preparing the mailing list and are involved in the dispatch of the link to the survey. (Members of Cabinet, Communications Unit and IT staff). Access is only given on a need to know basis and the data is stored on a restricted drive, access to which is only given to the Ombudsman's Cabinet and those involved in the preparation of the survey. In the survey itself, no personal data are collected. The survey is conducted via LimeSurvey, which is hosted on the Ombudsman's own server.

13. Information on how data subjects can exercise their rights of access and rectification, and where applicable, of erasure, restriction and data portability: A data subject can exercise his/her rights, for example, by requesting access to and rectification or erasure of personal data, by sending an e-mail to cabinet@ombudsman.europa.eu. The request shall be dealt with without undue delay and in any case within a month.

Data subjects may also contact the EO Data Protection Officer at: dpo-euro-ombudsman@ombudsman.europa.eu.

If they wish to complain about the Ombudsman's handling of their personal data, they may contact the European Data Protection Supervisor (www.edps.europa.eu) at the following address: EDPS@edps.europa.eu



Cabinet

Privacy Statement

relating to the handling of names, e-mail addresses and in some cases names of employers for the preparation of a mailing list in connection to a stakeholder survey on EU transparency

This privacy statement explains the reason for the processing, the way the European Ombudsman (EO) collects, handles and ensures protection of all personal data provided, how that information is used and what rights you may exercise in relation to your data.

The controller is Cabinet of the European Ombudsman, 1 avenue du Président Robert Schuman, CS 30403, F-67001 Strasbourg Cedex. Contact: Cabinet, e-mail: cabinet@ombudsman.europa.eu

1. Which personal data do we process?

We process the following personal data: Names, e-mail addresses and in some cases names of employers.

2. Why do we process your data?

The purposes are to compile a mailing list for a survey on EU transparency. The e-mail contains a link to a survey, which is anonymous.

3. What are the legal bases and necessity for processing your personal data?

Article 228 TFEU and the Ombudsman's Statute.

Processing is necessary to compile a mailing list for a survey that will feed into a seminar on the future of EU transparency. This seminar will ultimately help the Ombudsman to improve her work in this field.



4. Who is responsible for processing the data?

The European Ombudsman is responsible for processing the data. Data is processed more specifically by staff members in the Ombudsman's Cabinet, Communications Unit and ICT Unit.

5. Who will be recipients of the data?

The recipients are the following: Members of the European Ombudsman's staff handling the content and the technical preparation of sending out the survey.

6. How long do we keep your data?

We will delete all data that was compiled in connection to the survey after a maximum of two years.

7. How do we protect your data?

The electronic files containing your personal data are only accessible to the European Ombudsman's staff on a need to know basis.

The electronic version is kept in a specific folder on the EO servers.

The survey is completely anonymous and done via a software that is hosted on servers of the European Ombudsman and that does not collect any personal data beyond the (anonymous) answers of correspondents.

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

You have the right of access to your own personal data and to relevant information concerning how the EO uses it.

You have also a right to request rectification of any incomplete or inaccurate data concerning you. You can rectify identification data at any time. You have a right to object to the use of your data by the EO on grounds relating to your particular situation, at any time. Under certain conditions, you have the right to ask that the EO deletes your personal data or restrict its use.

The EO will reply to your requests as soon as possible and within one month at the latest.

9. Who to contact in case of queries or complaints concerning data protection issues?

At any time, you may send data protection related questions concerning the management of the training requests to the European Ombudsman, at the following address:



European Ombudsman
1 avenue du Président Robert Schuman
CS 30403
F-67001 Strasbourg Cedex
eo@ombudsman.europa.eu

You also may contact the Data Protection Officer of the EO office at the following address: DPO-Euro-Ombudsman@ombudsman.europa.eu

You may lodge a complaint with the European Data Protection Supervisor at any time at the following address: EDPS@edps.europa.eu