

[Functioning of the Bodies of the Agency \(Management Board, Executive Board, Scientific Committee\)](#)

The European Union Agency for Fundamental Rights (FRA) processes the personal data of a natural person in compliance with Regulation 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

This data protection notice explains FRA's policies and practices regarding its collection and use of your personal data, and sets forth your privacy rights. We recognise that information privacy is an ongoing responsibility, and we will update this notice where necessary.

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1. Why do we collect personal data?

We collect personal data of the members of the Agency's Management Board and alternate members, Executive Board and Scientific Committee members, for the purposes of their functioning. In particular, but not limited, to the organization of meetings (either face-to-face, virtual or hybrid), the circulation of information, the management of the contact database and sharing of documents linked to the bodies functioning and the performance of the tasks assigned to them by the Agency's Founding Regulation.

We also collect and process the necessary financial information for the reimbursement of expenses to the members of the bodies of the Agency in the performance of their tasks (where applicable) and their participation in face-to-face meetings.

According to Article 12.2 of FRA's Founding Regulation, the list of the members and alternate members of the Management Board shall be made public and shall be updated by the Agency on its web site. Moreover, in accordance with Article 16.2 of the Founding Regulation, in line with the principle of transparency and in response to the calls by the European Parliament and the European Court of Auditors to reduce the potential for conflicts of interest on the Management Board of the EU Agencies, Declarations of Interests (Dols) accompanied by a short CV of Management Board Members are published on FRA's website. This also applies to the members of FRA's Scientific Committee (who, in addition, sign a declaration of Commitment of independence and confidentiality). Therefore, personal data contained in the Dols and CVs of the Management Board and Scientific Committee are also processed by the Agency.

2. What kind of personal data does the Agency collect?

We will collect only the following personal data necessary for the processing operation described above.

(a) General personal data:

- Personal details (prefix, name, surname, date of birth, nationality, ID or passport copy)
- Contact details (e-mail address, phone, mobile and fax numbers, postal address)
- Education and training details (CVs)
- Employment details (work experience, function/title, name and type of the employer/organisation)
- Financial details (financial identification form, bank account information)

(b) Other:

- Information about direct or indirect interests of relevance in the fields of work of the Agency, direct financial interest (arising, for example, from employment, contracted work, investments, fees, etc), indirect financial interest (e.g., grants, sponsorships or other kind of benefits, interests deriving from the professional activities of the members or their close family members), any membership, role or affiliation in organisations, bodies, etc. with an interest in the work of FRA, etc.

- Image, messages, chat, questions, FRA documents, audio and/or video recordings of the participants in case meetings take place online or in a hybrid format, or audio-recording in case of face-to-face meetings (only for the purposes of minutes taking)
- IP addresses and/or cookies of participants may also be collected in case the meetings take place online or in a hybrid format. You will be informed accordingly in the data protection notice for the specific event. Moreover, this data may be collected also depending on other online tools/systems used for the sharing of files, and/or online consultation, and/or scheduling meetings of the members of the Bodies of the Agency, which act as separate controllers for the personal data they process. To learn more on the specific categories of personal data which might be processed in each case, we encourage you to read their respective privacy policies (see Section 3 below)

(c) Special categories of personal data

- Racial or ethnic origin might be revealed by the image and video recording in case of online or hybrid meetings

3. How do we collect your personal data?

Upon taking up their duties, members are required to fill-in a contact form with their contact information (name, address, e-mail addresses, phone, mobile and fax numbers, postal addresses, language of communication with FRA), completed legal entity form (including supporting documents like a copy of their passports or identity cards) and financial identification form with their bank account details. They are also required to provide a CV and a signed DoI. Members of the Scientific Committee sign, in addition, a declaration of Commitment of independence and confidentiality.

For the sharing of documents, the Agency uses MS Team cloud services under the inter-institutional framework contract signed between DIGIT and Microsoft Ireland for the provision of [M365 services](#), of which the Agency is a part. Therefore, for that purpose, Microsoft Ireland is the processor and the Agency is the controller. Personal data linked to the use of the MS Teams application like login information are processed in accordance with the M365 notification provisions which comply with EUDPR. For further information, please refer to the specific Notice on the use of Microsoft Office 365 [here](#).

In case of online and hybrid meetings, processors may also include the respective contractor selected for the organisation of the meetings, under the terms of the corresponding contract. Data subjects are informed in the respective specific data protection notice.

Other online tools/systems used for the sharing of files, and/or online consultation and/or scheduling meetings of the members of the Bodies of the Agency, are separate controllers for the personal data they process. To learn more on how the following tools/systems process your data, we encourage you to read the privacy policies of:

- [Nextcloud](#) (europa.eu) (for the distribution of documents)

- [Doodle](#) (poll surveys software for the purpose of scheduling meetings of the members of the Bodies of the Agency)
- [LimeSurvey](#) (professional online survey tool)

When meetings are organized virtually or in hybrid format, data subjects will be informed by means of a specific data protection notice about the online tools/systems used and how their data is collected/processed.

4. Who is responsible for the processing your personal data?

The Agency is the legal entity responsible for the processing of your personal data and determines the objective of this processing activity. The Head of Institutional Cooperation & Networks Unit is responsible for this processing operation.

5. Which is the legal basis for this processing operation?

Processing is necessary for the functioning of the bodies of the agency and the organisation of meetings in which the data subject participates (Articles 12, 13 and 14 of Council Regulation (EC) No. 168/2007 establishing a European Union Agency for Fundamental Rights - FRA's Founding Regulation)

Processing of financial and bank account information is necessary to comply with Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union.

Therefore, the processing is lawful in accordance with Articles 5.1.(a) and 5.1.(b) of Regulation (EU) 2018/1725.

The processing of special categories of personal data is lawful under Article 10.(2).(a) of the same Regulation, as the data subjects give consent for the recording.

6. Who can see your data?

CVs and declarations of interest of the MB members are published on FRA's website.

CVs, declarations of interest and the Commitment and confidentiality of the SC members are also published on FRA's website.

A restricted number of FRA staff in INST and CS has access to the contact details. A restricted number of finance staff has access to the financial data. Assigned staff from Digital Services might have access to some personal data necessary to provide technical support.

With respect to possible recipients outside FRA, Microsoft can access the data in its capacity as the processor providing the MS Teams cloud services. Any processing by the processor adheres to the conditions of M365 processing operation provided under the inter-institutional framework contract.

In case of online and hybrid meetings, the respective contractor selected for the organization of the meetings, under the terms of the corresponding contract. Data subjects are informed in the respective specific data protection notice.

Recipients may also include organisation providing other online tools/systems used for the sharing of files, and/or online consultation and/or scheduling meetings of the members of the Bodies of the Agency, which are separate controllers for the personal data they process.

Finally, financial or legal identification forms are transferred to the European Commission (DG Budget) in order to validate data subjects' details in the European Union's accounting system ABAC. Data is processed in this regard in line with their [data protection statement](#).

7. Do we share your data with other organisations?

Personal data is processed by the Agency. In case that we need to share your data with third parties, you will be notified to whom your personal data has been shared with.

8. Do we intend to transfer your personal data to Third Countries/International Organizations?

No.

For the use of MS Teams cloud services, only diagnostic data covered by standard contractual clauses may be sent to Microsoft in the United States. For further information, please refer to the specific Notice on the use of Microsoft Office 365 [here](#).

In the context of the additional online tools/systems used for the sharing of files, and/or scheduling meetings and/or online consultations of the members of the Bodies of the Agency, transfers outside of the EU and EEA might take place. To learn more on the specific categories of personal data which might be transferred in each case, we encourage you to read their respective privacy policies (see Section 3 above).

No other transfers outside of the EU or EEA will take place.

9. When will we start the processing operation?

We will start the processing operation in the first day of data submission.

10. How long do we keep your data?

We keep your data for the relevant period needed, as follows:

End of membership of the Management Board/Executive Board/Scientific Committee term plus one year.

The personal data processed by MS Teams cloud for the sharing of documents is removed once their term expires and access rights are removed.

The data related to the Financial and Legal identification form is kept by the relevant DG Budget services for a maximum of 10 years after the last transaction of data related to the data subject (see [data protection statement](#)).

11. How can you control your data?

Under Regulation 2018/1725, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information. You are not required to pay any charges for exercising your rights except in cases where the requests are manifestly unfounded or excessive, in particular because of their repetitive character.

We will reply to your request without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

You can exercise your rights described below by sending an email request to:

FRA-MB-Secretariat@fra.europa.eu (for Management Board members) or
scientific-committee@fra.europa.eu (for Scientific Committee members)

11.1. The value of your consent

The provision by the members of the MB, EB and SC of the personal data referred to in section 2 is mandatory in accordance with the applicable regulatory framework (section 5 above), hence you are not required to provide your consent.

11.2. Your data protection rights

a) Can you access your data?

You have the right to receive information on whether we process your personal data or not, the purposes of the processing, the categories of personal data concerned, any recipients to whom the personal data have been disclosed and their storage period. Furthermore, you can have access to such data, as well as obtain copies of your data undergoing processing.

b) Can you modify your data?

You have the right to ask us to rectify your data you think is inaccurate or incomplete at any time.

c) Can you restrict us from processing your data?

You have the right to restrict the processing of your personal data. If you do, we can no longer process them, but we can still store them. In some exceptional cases, we will still be able to use them (e.g., with your consent or for legal claims). You have this right in a few different situations: when you contest the accuracy of your personal data, when the Agency no longer needs the data for completing its tasks, when the processing activity is unlawful, and finally, when you have exercised your right to object.

d) Can you delete your data?

You have the right to ask us to delete your data when the personal data are no longer necessary for the purposes for which they were collected, when you have withdrawn your consent or when the processing activity is unlawful. In certain occasions we will have to erase your data in order to comply with a legal obligation to which we are subject.

We will notify to each recipient to whom your personal data have been disclosed of any rectification or erasure of personal data or restriction of processing carried out in accordance with the above rights unless this proves impossible or involves disproportionate effort from our side.

e) Are you entitled to data portability?

Data portability is a right guaranteed under Regulation 1725/2018 and consists in the right to have your personal data transmitted to you or directly to another controller of your choice. In this case, this does not apply for two reasons: I) in order for this right to be guaranteed, the processing should be based on automated means, however we do not base our processing on any automated means; II) this processing operation is carried out in the public interest, which is an exception to the right to data portability in the Regulation.

f) Do you have the right to object?

When the legal base of the 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” which is the case in most of our processing operations, you have the right to object to the processing. In case you object, we have to stop the processing of your personal data, unless we demonstrate a compelling reason that can override your objection.

g) Do we do automated decision making, including profiling?

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

12. What security measures are taken to safeguard your personal data?

The Agency has several security controls in place to protect your personal data from unauthorised access, use or disclosure. We keep your data stored on computer systems with limited access to specified personnel only. Access to the Ms Teams cloud is achieved via a secure connection.

13. What can you do in the event of a problem?

a) The first step is to notify the Agency by sending an email to:

b)

FRA-MB-Secretariat@fra.europa.eu (for Management Board members)

scientific-committee@fra.europa.eu (for Scientific Committee members) and ask us to take action.

b) The second step, if you obtain no reply from us or if you are not satisfied with it, contact our data protection officer (DPO) at dpo@fra.europa.eu.

c) At any time you can lodge a complaint with the EDPS at <http://www.edps.europa.eu>, who will examine your request and adopt the necessary measures.

14. How do we update our data protection notice?

We keep our data protection notice under regular review to make sure it is up to date and accurate.

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