



DATA PROTECTION NOTICE

for handling the personal data of representatives of organisations providing information in the context of the monitoring exercises

1. Introduction

The European Union Agency for Asylum (hereinafter ‘the EUAA’ or ‘the Agency’) is committed to protecting your privacy. The EUAA collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#)¹ (hereinafter ‘the EUDPR’).

This Data Protection Notice explains *inter alia* the reasons for the processing of your personal data, the way we collect, handle and ensure protection of your personal data and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, as well as of the Data Protection Officer (DPO) and the European Data Protection Supervisor (EDPS) to which you may have recourse as well to exercise the said rights.

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

The EUAA shall “monitor the operational and technical application of the CEAS with a view to assisting Member States to enhance the efficiency of their asylum and reception systems” (Article 2(1)(q) of Regulation (EU) 2021/2303², hereinafter the ‘EUAA Regulation’).

According to the EUAA Regulation, in the context of monitoring, the EUAA may take into account information available from relevant intergovernmental organisations or bodies, in particular the UNHCR, and other relevant organisations on the basis of their expertise (Article 14(4) of the EUAA Regulation). Accordingly, the EUAA will seek input from all relevant organisations as further stipulated in the Monitoring Methodology³.

Your personal data is processed for the purpose of:

- Establishing focal points to relevant institutions for the purposes of the monitoring exercise;
- Verifying the validity of the information shared;
- Sharing information for monitoring exercises;
- Participation in meetings and/or other activities performed for the purposes of a monitoring exercise.

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, 21.11.2018, p. 39-98.

² Regulation (EU) 2021/2303 of the European Parliament and of the Council of 15 December 2021 on the European Union Agency for Asylum and repealing Regulation (EU) No 439/2010, OJ L 468, 30.12.2021, p. 1–54.

³ Management Board Decision No 161 of 13 March 2024 establishing a common methodology for the monitoring mechanism on the operational and technical application of the Common European Asylum System, available [here](#)





Data are collected in written form, via email and/or use of the EU Survey tool. The EU Survey tool is a tool made available by the European Commission. You may find more information regarding the EU Survey tool [here](#). In case of EU survey, this information is securely stored in the EU Survey platform before being extracted. All relevant data are then stored on the EUAA's Electronic Records and Documents Management System (ERDMS) under ⁴~~COB~~~~COB~~. The data may be updated upon request of each individual to the Monitoring Unit through the functional mailbox (monitoring@euaa.europa.eu).

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

We process your personal data on the basis of Article 14 of the EUAA Regulation stipulating organisations that may provide input to monitoring exercises and participate in monitoring activities such as meetings, on-site interviews etc.

Consequently, the processing operation is lawful under Article 5(1) point (a) of the EUDPR given that it is necessary for the performance of the tasks that the Agency has been vested with for the purpose of fulfilling its mandate by virtue of the EUAA Regulation.

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

The following (categories of) personal data may be processed:

- First name;
- Surname;
- Employing organisation and function/role;
- Professional email address;
- Phone number, only in exceptional cases to the extent needed;
- Comments you may submit for evaluation and/or feedback purposes.

5. How long do we keep your personal data?

Personal data identified in point 4 are kept for 5 years, unless they are deleted at an earlier point in the event that the data subject concerned is no longer needed for the purposes of the monitoring exercises.

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, etc.) are stored on the servers of the EUAA. In order to protect your personal data, the EUAA has put in place a number of technical and organisational measures as required under Article 33 of the EUDPR. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation. It

⁴ Only those staff granted permission may view content in folders and sub-folders; intended for controlled sharing and storing of confidential documents only.



is noted that the nominations per expert are stored in a sensitive folder in ERDMS where access is limited only to authorised Monitoring Unit staff.

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

Access to the case files will be limited to the Monitoring Unit engaged in the monitoring activities. Access to other EUAA statutory staff members will be given only on a strict need-to-know basis (for instance personnel of the Information & Communications Technology Unit (ICTU), for security-related purposes).

8. Do we transfer any of your personal data to third countries or international organisations (outside the EU/EEA)?

This processing activity does not entail any transfers of personal data to third countries outside the EU/EEA.

9. Does this processing involve automated decision-making, including profiling?

This processing activity does not involve automated decision-making, including profiling.

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

According to the EUDPR, you are entitled to access your personal data and to rectify them in case the data are inaccurate or incomplete. If your personal data are no longer needed by the EUAA or if the processing operation is unlawful, you have the right to erase your data. Under certain circumstances, such as if you contest the accuracy of the processed data or if you are not sure if your data are lawfully processed, you may ask the Data Controller to restrict the data processing.

You may also object, on compelling legitimate grounds, to the processing of data relating to you.

Additionally, you have the right to data portability which allows you to obtain the data that the Data Controller holds on you and to transfer them from one Data Controller to another. Where relevant and technically feasible, the EUAA will do this work for you.

If you wish to exercise your rights, please contact the Data Controller, by sending an e-mail to monitoring@euaa.europa.eu.

You may always submit queries, remarks or complaints relating to the processing of your personal data to the Data Protection Officer (DPO) of the EUAA using the following e-mail address: dpo@euaa.europa.eu.

In case of conflict, complaints can be addressed to the European Data Protection Supervisor (EDPS) using the following e-mail address: supervision@edps.europa.eu.

Adopted: 5 February 2025