



DATA PROTECTION NOTICE
on the processing of personal data of members of the teams of experts in the context of
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?

In the context of the EUAA monitoring of the operational and technical application of the Common European Asylum System (CEAS), the Executive Director may establish teams of experts to contribute to such activities.

As part of your participation in a team of experts, your personal data is processed to ensure timely and efficient organisation of the monitoring exercises, particularly the on-site visits and any preparation needed, including:

- for the purposes of task allocation within the team of experts and the specification of the activities within the on-site visit agenda;
- for the purposes of organising meetings and training activities;
- for the purposes of practical and logistical arrangements for the on-site visits, such as transportation, accommodation, access to locations, etc.
- for the purposes of reimbursement of expenses in relation to the above-mentioned EUAA activities;
- for the purposes of information exchange and collaboration in the course of the monitoring exercise;
- for providing and managing access to SharePoint sites that will serve as digital collaboration space.

Data are collected in electronic form, via email and/or use of EU Survey. The EU Survey is a tool made available by the European Commission. You may find more information on the EU Survey [Privacy](#)

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, ELI: <http://data.europa.eu/eli/reg/2018/1725/oj>).





[Policy](#). Personal data related to your participation in events will be processed according to the relevant Data Protection Notice on [EUAA meetings and events](#).

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

We process your personal data on the basis of Article 2(1) (q), and Articles 14 and 15 of [Regulation \(EU\) 2021/2303](#)² (hereinafter ‘the EUAA Regulation’) which introduce the monitoring mechanism, as well as Article 47(5)(p) of the EUAA Regulation, according to which the Executive Director of the EUAA is responsible for setting up teams of experts for the purposes of the monitoring mechanism.

Consequently, the processing operation is lawful under Article 5(1)(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.

To the extent that the processing of your personal data is based on your explicit consent, the processing operation is lawful under Article 5(1)(d) of the EUDPR.

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

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

- First name;
- Surname;
- Nationality;
- Number of identity or travel document;
- Employing entity, department/unit and location;
- Title/position;
- Email address;
- Phone number;
- Areas of expertise (self-reported);
- Language skills (self-reported);
- Existence of security clearance and corresponding level;
- Availability;
- Declared interests and absence of conflict of interests under Decision of the Executive Director No 20/2025;³
- Dietary requirements and allergies;
- Comments and observations you submit in the context of the monitoring exercises.

In addition to the above, your banking details may be processed for reimbursement purposes.

5. How long do we keep your personal data?

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, ELI: <http://data.europa.eu/eli/reg/2021/2303/oj>).

³ Decision of the Executive Director No 20/2025 on the policy on the prevention and management of conflicts of interest, related postemployment and ethical guidance, and the role of ethics correspondent, available [here](#)



Personal data identified in point 4 are kept for two years from setting up the team, unless they are deleted at an earlier point in the event that the data subject concerned is no longer a member in the team of experts or the data controller decides to erase the data as no longer needed, including upon the conclusion of the monitoring exercise or of a specific activity.

Data collected via EU Survey are securely stored in the tool for up to one year, following which they are deleted by the EUAA.

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 and in the EUAA's Electronic Records and Documents Management System (ERDMS) under a folder classified as 'sensitive', access to which is assigned only on a need-to-know basis. In order to protect your personal data, we have put a number of technical and organisational measures in place 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.

7. Who has access to your personal data and to whom are they disclosed?

The following (categories of) recipients have access to your personal data:

- The Executive Director, EUAA personnel within the Executive Director's Secretariat, the EUAA Monitoring Unit and the Training Centre (with regard to training activities) for the purposes of the monitoring exercise;
- Other EUAA personnel on a need-to-know basis, including personnel of the Institutional and Horizontal Affairs Centre and the Administration Centre for the purposes of information and communication technology support, events organisation and reimbursement, security;
- The EUAA experts, Member States experts, European Commission experts and UNHCR observers participating in the team of experts, where and to the extent necessary for their work in the specific monitoring exercise;
- The National Monitoring Coordinator of the Member State(s) subject to monitoring and the relevant national authorities on a need-to-know basis, in particular to ensure timely access to locations.
- Your nominating entity through the designated contact point for the EUAA monitoring mechanism.

Some of the personal data listed above, such as your name and surname, your employing entity and your job title, may be shared with members of the EUAA Management Board and with the EUAA Monitoring Network, on a need-to-know basis.

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. However, it may entail disclosing a limited set of your personal data to an international organisation within the meaning of Article 3(21) of the EUDPR, namely the UNHCR, in its capacity as an observer in the team of experts. The data shared are limited to what is necessary for the functioning of the team of experts and are disclosed only to the individuals nominated by UNHCR to take part in the particular team of experts as observers. For this purpose, your explicit and informed consent will be sought prior to such disclosure and refusal or withdrawal of such consent would not affect your participation in the team of experts.

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. Where applicable, you have the right to withdraw your consent.

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 it 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, i.e. the Head of the Monitoring Unit, 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.

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