



DATA PROTECTION NOTICE

in relation to the EUAA Management Board members, alternates and experts

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, amongst others, the reasons for the processing of your personal data, the way the Management Board Secretariat collects, handles and ensures protection of your personal data and the 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 whom you may also recourse to exercise the said rights.

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

The Management Board Secretariat processes your personal data in the context of its activities and duties which are defined in Article 14 of the Annex to Management Board Decision No 95² and Article 12 of Management Board Decision No 147³. In accordance with Article 14(4) of the Annex to Management Board Decision No 95, all communication concerning the Management Board shall be channelled through the Management Board Secretariat’s dedicated functional mailbox.

Upon taking up their duties, the members of the Management Board and their alternates are asked to fill in a contact form, to sign a declaration of interest and to provide a Curriculum Vitae (CV).

More specifically, the Management Board Secretariat uses your personal data for the purpose of:

- Organising the Management Board and the Executive Board meetings (either in-person, virtual or hybrid) including any online voting arrangements needed;
- Keeping an up-to-date list of Management Board membership and publishing the updated list on the [Agency’s website in accordance with Article 2 of the Annex to Management Board Decision No 95](#);

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>

². Management Board Decision No 95 of 19 January 2022 on 19 January 2022 on the Rules of Procedure of the Management Board.

³. Management Board Decision No 147 of 25 September 2023 establishing the Executive Board and adopting its rules of procedure.





- Sharing of meeting convocation, agenda and documents in connection with the participation of members of the Management Board, their alternates and experts in meetings of the Management Board and the Executive Board;
- Providing you access to the EUAA Management Board secure area;
- Circulating information necessary for decision-making procedures and the decisions of the Management Board and Executive Board;
- Transmitting logistical/technical information of the Management Board and Executive Board meetings to the members of the Management Board, their alternates and experts;
- Collecting declarations of interest of the members of the Management Board and their alternates to be published on the [Agency's website](#) in accordance with Article 12 of MB Decision No 95 and Article 42 of the Agency's Financial Regulation⁴;
- Collecting declarations of interest of observers, advisers and experts taking part in meetings of the Management Board in accordance with section 4.1 of Annex 1 to Management Board Decision No 122⁵.
- Collecting the CV of the members of the Management Board and their alternates to be published on the [Agency's website](#) in accordance with Article 13 of the Annex to Management Board Decision No 95;
- Preparing and sending of short summaries and drafting minutes of the Management Board and Executive Board meetings;
- Managing of the contact database;
- Compiling attendance lists and creating attendance sheets as well as for carrying out related follow-up actions.

In this respect, the Management Board Secretariat is processing your personal data in the Agency's Electronic Records and Documents Management System (ERDMS). The system is used to create, edit, review, share and store records and documents. Personal data of the members of the Management Board, their alternates and experts are processed in a dedicated sensitive library which is accessible only to the Management Board Secretariat personnel. Communication with you happens via a dedicated mailbox in Microsoft Outlook which is managed and accessed only by the Management Board Secretariat personnel.

The Management Board Secretariat also uses platforms such as [Cisco Webex](#) or [Microsoft Teams](#) to organise online meetings of Management Board and Executive Board. As such, your data may be processed through the Cisco Webex or Microsoft Teams platforms.

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

⁴. Decision No 54 of the Management Board of the European Asylum Support Office of 14 August 2019 on the EASO Financial Regulation.

⁵. Management Board Decision No 122 of 11 January 2023 on the rules governing the prevention and management of conflicts of interest of the members of the Management Board, conflicts of interest connected to membership of organisations and competent bodies of the Consultative Forum, and on the ethical guidance applicable to the Management Board.

The Management Board Secretariat processes your personal data on the basis of Article 44(8) of [Regulation \(EU\) 2021/2303](#)⁶ (hereinafter ‘the EUAA Regulation’), because processing is necessary for the purpose of supporting the Management Board and the Executive Board in carrying out their tasks.

Consequently, the processing operation is lawful under Article 5(1)(a) point of the EUDPR given that it is necessary for the performance of the tasks that the Agency has been vested with by virtue of its mandate and therefore its proper functioning. To the extent that processing of personal data is based on your consent, such processing is also lawful under point (d) of Article 5(1) of the EUDPR provided you have given your prior explicit consent.

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

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

- Contact details form: Identification data, such as first name, last name, designation/position, name and postal address of organisation, EU Member State, work e-mail address, work phone number and work mobile number.
- Declarations of interest form: Identification data, such as first name, last name, position, nationality, information about direct or indirect interests, including financial, of relevance to the field of work of the Agency, signature.
- CV: Identification data, such as first name, last name, nationality, current professional position, position occupied on the Management Board, professional information (previous positions);
- Audio and/or video recordings of the participants at the Management Board meetings for the purpose of minutes taking.

5. How long do we keep your personal data?

In line with the EUAA Record Retention and Disposal Policy, the Management Board Secretariat retains personal data submitted through the contact details form, declarations of interest form and CVs for five years after the end of the mandate of the Management Board member/alternate member⁷.

Any personal data included in meeting documents or materials, such as agendas, invitation letters, lists of participants, attendance sheets, minutes, summaries or reports, presentations, speaking notes, are, in principle, retained for five years.

The audio and/or video recordings of the Management Board meetings are kept for 5 years after the end of chronological year in which the meetings took place.

Some of the files related to the Management Board meetings such as meeting minutes, agendas, recordings, shall be maintained for historical archiving purposes.

⁶. 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>).

⁷. In accordance with Article 40(5) of the EUAA Regulation, the duration of the terms of office of the members of the Management Board is of four years, renewable.



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

We store all personal data in electronic format (e-mails, documents, etc.) in the internal document management system of the EUAA or in other internal applications, hosted on the Agency's servers. In order to protect your personal data, we have 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 authorized persons with a legitimate need to know for the purposes of this processing operation.

In case of meetings held online using the Cisco Webex platform, you may find the relevant Privacy Statement [here](#), supplemented by the Data Privacy Sheet on Webex Meetings, which can be found [here](#).

In case of meetings or other events held online using the Microsoft Teams platform, you may find the relevant Privacy Statement [here](#).

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:

- EUAA personnel working in the Management Board Secretariat;
- EUAA ICT personnel for security-related purposes and technical support;
- EUAA personnel working in the Executive Director's Secretariat on a need-to-know basis;
- EUAA personnel responsible for tasks related to the organisation of meetings or other events and processing of reimbursements on a need-to-know basis.

CVs and declarations of interests of the members of the Management Board and their alternates are available on the EUAA website to the general public.

Upon request, your personal data may also be shared with other members of the Management Board and their alternates in the context of the work of the Management Board.

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

NO

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

NO

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 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 Institutional and Horizontal Affairs Centre at C4.Secretariat@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 by 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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