

Cooperation and consultation with Human Rights Cities

The European Union Agency for Fundamental Rights (FRA or Agency) 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?

The purpose of the processing of the personal data is to collect and maintain a contact group list entitled “Human Rights Cities” in FRA Contacts database to support the cooperation and the consultation of the Agency with this specific group of stakeholders.

The contact group list aims to:

- facilitate the interactions and exchange of information on activities between FRA with human rights cities and other related stakeholders.
- to allow FRA to organise consultations or collecting information related to cities’ practices and related activities.
- to organise webinars and online or in person meetings to discuss cooperation activities and inform about FRA work.

FRA cooperation with human rights cities contributes to the Agency’s activities at the national level. FRA cooperation with Human rights cities is included in the FRA Programming document as part of the cooperation with national stakeholders including government bodies at all levels, National Human Rights Institutions (NHRIs) and National Equality Bodies (NEBs). It is also part of the FRA work on the implementation of the EU Charter of Fundamental Rights and, currently, the integration of displaced persons fleeing the war on Ukraine.

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 categories of personal data

- Personal details: name, surname, title.
- Contact details: postal address, email address, mobile and/or telephone number
- Employment details: function/title, name and type of the employer/organisation, address of the employer/ organisation, city and country of location.
- Financial details (e.g. financial identification form, bank account information) (when relevant in the context of in person meeting))

(b) Special categories of personal data:

- Food preferences which might reveal health conditions, religious beliefs, etc. (only in the context of in person meetings organised by FRA)

3. How do we collect your personal data?

3a. Information you provide us:

The Agency will send an email to its former human rights cities contact list to ask for review of their personal data and their agreement to be included in the new 'Human Rights Cities' Contact Group list.

3b. Information we collect about your organization work and policies

The Agency will collect basic information about human rights cities policies, structures and tools through information shared publicly by relevant partners at events, meetings and/or on their organisation websites. This information aims to facilitate its cooperation and contribute to FRA materials when relevant.

3c. Information we receive from other sources: N/A

4. Who is responsible for 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 and Networks is responsible for this processing operation.

The Agency uses MS Teams cloud services and therefore, Microsoft Ireland is the Agency's processor in this case, on the basis of the inter-institutional framework contract signed between DIGIT and Microsoft Ireland for the provision of M365 services, of which the Agency is a part.

Other online tools/systems used for scheduling the meetings, collecting registration and holding online meetings, 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:

- Doodle (poll surveys software for the purpose of scheduling meetings): <https://nextcloud.com/privacy/>
- LimeSurvey (professional online survey tool for collecting registration): [Privacy policy - LimeSurvey - Easy online survey tool](#)
- Cisco Webex for online meetings and webinars: <https://www.cisco.com/c/en/us/about/legal/privacy-full.html>

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

The processing operation is in line with the Agency's objectives, as stated in Article 2 of its founding Regulation (EC) No 168/2007, as amended by Regulation (EU) 2022/555 (the amended founding Regulation), to provide its stakeholders, including Union institutions and EU Member States, with assistance and expertise relating to fundamental rights, including its tasks described in Article 4 (1)(a). In this context, FRA cooperation with human rights cities contributes to the Agency's activities at the national

level which includes also sub-levels such as cities and regions. FRA cooperation with Human rights cities is included in the FRA Programming document as part of the:

- cooperation of FRA with national human rights systems such as governments levels, NHRIs and NEBs;
- the implementation of the EU Charter of Fundamental Rights, and;
- currently, the integration of displaced persons from the war in Ukraine.

Therefore, the processing is lawful under Article 5.1.(a) of the Regulation (EU) No 2018/1725.

In addition, the processing is also in accordance with Article 5.1.(d) of Regulation (EU) No 2018/1725, as regards the participation of the data subjects in cooperation activities with FRA, including their incorporation into the new 'Human Rights Cities' Contact Group list, interactions and exchange of information on activities between FRA with human rights cities and other related stakeholders, consultations or collecting information related to cities' practices and related activities, as well as webinars and online or in person meetings, which is voluntary, based on their consent.

Moreover, the processing of special categories of data (i.e, food preferences in the context of in person meetings organised by FRA) is lawful under Article 10(2)(a) of Regulation 2018/1725, on the basis of the consent provided by the data subject.

6. Who can see your data?

The data can be accessed only by the designated staff members dealing with the cooperation with Human Rights Cities and related activities.

More specifically, these include the following:

Policy analysis and Stakeholder Cooperation' Sector:

- The staff member in charge with the cooperation with human rights cities and the staff member working as back-up (supported, if needed, by other members of FRA).
- The Head of Sector
- The Head of Unit
- Designated staff from other units involved in FRA activities related to human rights cities (events, review of practices, editing and communication)

Regarding information collected through a survey and questionnaire, on occasions, information requested by FRA can be made available publicly (for instance on FRA's website)– only when it is mentioned specifically and with the consent of the persons concerned. In such cases, the consent form will specify the media where the reports/information will be made publically available.

7. Do we share your data with other organisations?

Personal data is processed by the Agency only. 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

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 online consultations and/or scheduling meetings of the members of the Bodies of the Agency, transfers outside of the EU and EEA might take place. Data subjects are referred to the respective privacy policies (see Section 4 above). No other transfers outside of the EU or EEA will take place.

9. When we will start the processing operation?

We will start the processing operation after you will have provide your formal agreement by email to be included in the FRA 'human Rights Cities' Contact Group list and confirmed the accuracy of your contact details.

10. How long do we keep your data?

The retention period of the personal data is 18 months and commences from the moment when data subjects provide consent to include their personal data in the contact group list entitled "Human Rights Cities" in FRA Contacts database to support the cooperation and consultation of the Agency with this specific group of stakeholders.

Every year, a formal request will be sent to the persons in the contact group list asking to renew their consent to be included in the human rights cities contact group or to withdraw their consent, in which case their personal data will be deleted from the contact group (in the absence of response to the relevant FRA request, consent is deemed to have been withdrawn and the personal data will be deleted from the Human Rights Cities contact list).

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 were 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 policyanalysis@fra.europa.eu.

1.1. The value of your consent

Since your participation is not mandatory, we need proof that you consented to the processing of your personal data. Consent will be collected by email. You have the right to withdraw your consent at any time, and we will delete your data or restrict its processing. All processing operations up until the withdrawal of consent will still be lawful.

1.2. 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: 1) 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 our internal servers with limited access to a specified audience only.

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 policyanalysis@fra.europa.eu 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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