



## 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](#)<sup>1</sup> (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 Executive Director of the EUAA is responsible for setting up teams of experts (Article 47(5)(p) of [Regulation \(EU\) 2021/2303](#)<sup>2</sup> hereinafter the “EUAA Regulation”) for the purposes of the monitoring mechanism (Articles 14 and 15 of the EUAA Regulation).

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) EUAA regulation). In this regard, a team of experts is established by the Executive Director. The teams of experts shall be composed of experts from the Agency’s own staff, the Commission and, where necessary, the Member States and, as observer, the UNHCR.

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 purpose of practical and logistical arrangements for the on-site visits such as transportation, accommodation, meetings, access to locations of interest, meals etc.
- Drafting of observations and findings
- Access to SharePoint sites that will serve as digital collaboration space

Data are collected in electronic form, via email and/or use of the EU Survey tool. All relevant data are stored on the EUAA’s Electronic Records and Documents Management System (ERDMS) under a folder classified as ‘sensitive’ and assigned only to the Monitoring Unit<sup>2</sup>. The data may be updated upon request of each Member State or other nominating entity (e.g. the European Commission).

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<sup>1</sup>. 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.

<sup>2</sup> Only those staff granted permission may view content in folders and sub-folders; intended for controlled sharing and storing of confidential documents only.





### **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 that introduces the monitoring mechanism as well as Article 47(5)(p) of the latter 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) 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;
- Nationality;
- Number of identity or travel document;
- Employing organisation and function/role;
- Email address;
- Phone number;
- Existence of security clearance and corresponding level (only if needed);
- Availability;
- Food preferences, allergies, etc.
- Employing organisation and function/role;
- Comments and observations you submit in the context of the monitoring exercises;
  
- Any other feedback needed for the realisation of the monitoring exercise including for the purposes of lessons learned.

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

### **5. How long do we keep your personal data?**

Personal data identified in point 4 are kept for two years 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 remove upon the conclusion of the monitoring exercise.

### **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 is noted that the nominations per expert are stored in a sensitive folder in the Electronic Records and Document Management System ('ERDMS') of the Agency where access is limited only to authorised Monitoring Unit staff.

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

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

- The Executive Director, EUAA personnel within the Executive Director's Secretariat, and the EUAA Monitoring Unit for the purposes of the monitoring exercise;
- Other EUAA personnel on a need-to-know basis, including personnel of the Information & Communications Technology Unit (ICTU), for security-related purposes, the Communications and Public Relations Unit (CPRU) for the purposes of events organisation and the Finance Unit for reimbursement purposes;
- EUAA experts, EU Member States experts, UNHCR observers and the COM representatives participating in the teams of experts for the purposes of the monitoring mechanism, where necessary for their work on a specific monitoring exercise;
- The National Monitoring Coordinator and the relevant national authorities on a need-to-know basis, to ensure timely access to locations of interest (e.g. reception and accommodation centers, registration points, etc).

Some of the personal data listed above, such as your name and surname and your job title, may be shared with members of the Management Board, 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 transfers of your contact details to international organisations (within the meaning of Article 3(21) of the EUDPR), namely the UNHCR. UNHCR's Privacy Policy may be found [here](#). For this purpose, in the absence of appropriate safeguards in place, your explicit and informed consent, as data subjects, is exceptionally sought prior to proceeding with the international transfer of your contact details., pursuant to the derogation foreseen in Article 50(1) point (a) of the EUDPR.

## **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, i.e., the Head of the Monitoring Unit, by sending an e-mail to [monitoring@euaa.europa.eu](mailto: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](mailto: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](mailto:supervision@edps.europa.eu).

*Adopted on 6 May 2025.*