



Data Protection Notice for HaDEA's 2023 Workload Assessment

The European Health and Digital Executive Agency (HaDEA) processes your personal data¹ in line with [Regulation \(EU\) 2018/1725 of the European Parliament and of the Council of 23 October 2018](#)² on the protection of personal data by the European Union's institutions, bodies and agencies and on the free movement of such data.

What is the purpose(s) of this processing activity?

The purpose is to assess the current and future workload of the different sectors and units in HaDEA, as well as to have a better view on the time spent to different tasks. The purpose of this activity is not to evaluate or to compare the work of individual staff members. The results of the workload assessment will be aggregated at sector, unit or department level, and not at individual level.

Who is the data controller?

The data controller of the processing operation is the Head of the Planning & Coordination Sector (Director's Office) at the European Health and Digital Executive Agency (HaDEA).

The following **entity processes** your personal data on our behalf:

Deloitte Consulting & Advisory CVBA

Registration number: 474429572

Address: Gateway building Luchthaven national 1 J, 1930 Zaventem – Belgium.

gtsqualtricsupport@deloitte.com

Their role is to invite the Agency's staff to fill in a survey, to collect the data from the survey, and to analyse the collected data.

The company *Qualtrics* acts as sub-processor and stores data on the processor's behalf, on servers located in the European Union.

Qualtrics headquarters' address:

333 W. River Park Drive Provo, UT 84604 USA

privacy@qualtrics.com

¹ **Personal data** shall mean any information relating to an identified or identifiable natural person ('data subject'). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

² 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 L295/39 of 21.11.2018).

The processing of personal data by the contractor is also covered by the Framework Contract HR/P1/PO/2018/004, art I.9 and II.9, concluded with the different entities of the European Commission (including HaDEA) and represented by DG HR.³

Which personal data is collected?

The following of your personal data: email address (from which your first name and last name can be deduced) will be shared by HaDEA with the processor for the sending of the self-assessment survey (for all staff), reminder(s) and a potential message regarding an extension of the deadline and invitations to schedule interviews (for managers).

You will receive by email an invitation from the processor to fill in an anonymous survey. The survey is anonymous and not linked to your email address.

In this survey, we will ask you questions related to your workload, the sector (or unit/department) you are working for, the position you occupy within HaDEA, the programme you provide support to and your working pattern.

Although the replies might allow to identify a limited number of staff working in a small sector or entity, the data collected will be aggregated at sector, unit or departmental level and therefore not be traceable at individual level.

In addition, the following **non-mandatory** personal data will be collected during the information session on filling the workload self-assessment survey: your recorded voice and video recording. This can only be processed based on your explicit prior consent⁴.

Who has access to the personal data of data subjects and to whom can they be disclosed?

The recipients of your personal data will be the relevant *HaDEA staff in charge of the workload assessment, the processor and sub-processor.*

On a need-to-know basis and in compliance with the relevant current legislation, bodies charged with monitoring or inspection tasks in application of EU law (e.g. EC internal audit, Court of Auditors, European Anti-fraud Office (OLAF), the European Ombudsman, the European Data Protection Supervisor, the European Public Prosecutor) can request access to consult the final report and the underlying supporting analysis of the collected data.

Your personal data **will not be transferred** to third countries or international organisations.

The processing of your data will **not include automated decision-making** (such as profiling).

Which is the legal basis for processing your personal data?

The legal basis for the processing activities are:

³ ARES(2019)6843443 – 21/10/2019

⁴ Processing of **non-compulsory** personal data can only be based on **consent** and individual **tick boxes** have to be provided when data is collected to **document** the consent.

- Article 5(1)(a) of Regulation EU 2018/1725 because 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)⁵;
- Article 5(1)(d) of Regulation EU 2018/1725 based on your explicit consent for your non- mandatory personal data indicated above

How to withdraw your consent and the consequences of doing this

If you want us to delete the following personal data (voice and video recording), please contact us and we will do it at the latest 10 working days after your request.

Please note that withdrawing your consent does not affect the lawfulness of any processing based on your consent before this consent is withdrawn. Attention is drawn to the consequences of a delete request, which means that all your contact details will be lost.

How long do we keep your personal data?

- Your email address (from which your first and last name can be deduced) used by the processor to send you the link to the self-assessment survey and reminder(s) and a potential message regarding an extension of the deadline will be kept until the end of the self-assessment.
- The personal data collected during the recording of the video (recorded voice and potentially image) will be kept for the duration of the self-assessment.
- The data collected during the survey (sector/unit/department, position, programme, working pattern, replies on the workload assessment) will be kept from the filling in of the survey and until the publication of the report in November 2023.

Data will be deleted at the end of this period.

What are your rights regarding your personal data?

You have the right to access your personal data and to request your personal data to be rectified, if the data is inaccurate or incomplete; where applicable, you have the right to request restriction or to object to processing, to request a copy or erasure of your personal data held by the data controller. If processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing based on your consent before its withdrawal.

Your request to exercise one of the above rights will be dealt with without undue delay and within **one month**.

If you have **any queries** concerning the processing of your personal data or wish to exercise any of the rights described above, you contact the Head of the Planning & Coordination Sector via: bernd.reggers@ec.europa.eu and HaDEA DPO HADEA-DPO@ec.europa.eu

You shall have right of recourse at any time to the European Data Protection Supervisor at EDPS@edps.europa.eu.

⁵ Act of Establishment: Commission Implementing Decision (EU) 2021/173 of 12 February 2021 establishing the European Health and Digital Executive Agency], Article 33.1 of the [Financial Regulation](#) on sound financial management and the use of resources and [Communication](#) to the Commission C(2021) 946 Delegation of the management of the 2021-2027 EU programmes to executive agencies .

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