



## **PRIVACY STATEMENT ON PROCESSING OF PERSONAL DATA IN: Survey to staff in the context of COVID-19 outbreak**

### **1. Context**

The European Union Satellite Centre (SatCen) processes the personal data of a natural person in compliance with Regulation (EU) 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 privacy statement explains SatCen's policies and practices regarding its collection and use of your personal data in the Survey to staff in the context of COVID-19 outbreak, and sets forth your data protection rights.

### **2. Identity of the controller and Data Protection Officer**

- **Controller:** Head of Administration, European Union Satellite Centre (SatCen), Base Aérea de Torrejón de Ardoz, Avenida de Cádiz, Ed. 457, 28850 Torrejón de Ardoz (Madrid) Spain, [administration@satcen.europa.eu](mailto:administration@satcen.europa.eu)
- **Data Protection Officer:** SatCen Data Protection Officer, Base Aérea de Torrejón de Ardoz, Avenida de Cádiz, Ed. 457, 28850 Torrejón de Ardoz (Madrid) Spain, [dpo@satcen.europa.eu](mailto:dpo@satcen.europa.eu)

### **3. What personal data does SatCen collect and what for?**

The purpose of the survey is to evaluate the level of satisfaction of staff with regards to the measures taken by SatCen following the outbreak of the Covid-19 pandemic and with the new working conditions due to the emergency situation, through an anonymous and voluntary survey to be taken by the Staff Members.

The survey will be completed through the SatCen Survey Manager, which does not allow identification of the person taking the survey, nor association between the answers received and the person who provided them.

**The questions of the survey do not aim to collect personal data. Identification of the individual survey participants does not fall within the scope of the survey. However, it should be noted that identification might be possible in certain limited cases from the combination of the provided data. It might also be possible that survey participants reveal personal data in their responses to open questions on ad hoc basis.**

Should any personal data be processed as a consequence of the survey, it will be treated according to this privacy statement.



#### **4. What are the legal bases for the processing?**

- Lawfulness of the processing: Article 5(1)(a) of Regulation (EU) 2018/1725 – processing is necessary for the performance of a task carried out in the public interest.

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

The recipients of the data are:

- SatCen HR,  
SatCen IT, if support needed

Anonymous aggregated results will be presented to all staff.

#### **6. For how long does SatCen keep your data?**

Personal data will be kept on the Survey Manager app from the completion of the survey and for maximum 2 weeks after the closure of the survey, when it will be deleted from the app. The individual responses will be further kept by SatCen HR for a duration of maximum 2 months after the end of the survey. After that time, the individual responses to the survey will be deleted and only aggregated anonymous results will be kept.

#### **7. What are your rights concerning your personal data?**

Data subjects have the right of access, rectification, erasure and reception of their personal data or restriction of processing at any time, provided that there are grounds for the exercise of this right, as per Articles 17 to 24 of Regulation (EU) 2018/1725.

In case you wish to verify which personal data is stored on your behalf by the SatCen, have it modified, corrected, or deleted, or restrict the processing, or object to it or to exercise the right to data portability, you can also send an explicit written request to contacts detailed below. Any correction of your personal data will be taken into consideration from the data protection point of view.

However, in this particular case and as the survey does not aim to provide for the identification of the survey participants, the data subjects' rights shall only apply where the data subject (survey participant) provides additional information enabling his or her identification (in line with Article 12 of Regulation (EU) 2018/1725).

The SatCen will answer the request without undue delay, and in any event within 1 month of receipt of the request. However, according to Article 14(3) of Regulation (EU) 2018/1725, this period may be extended by up to 2 months where necessary, taking into account the complexity and number of requests. The SatCen will inform the data subject of any such extension within 1 month of receipt of the request, together with the reasons for the delay.



**8. Whom should you contact if you have questions/queries concerning the processing of your personal data?**

Any query concerning the processing of personal data in the context of the Survey to staff in the context of COVID-19 outbreak should be directed to the following email address: [administration@satcen.europa.eu](mailto:administration@satcen.europa.eu)

You may also contact the Data Protection Officer of the SatCen ([dpo@satcen.europa.eu](mailto:dpo@satcen.europa.eu)).

**Recourse**

You have the right to lodge a complaint to the European Data Protection Supervisor if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data at: [edps@edps.europa.eu](mailto:edps@edps.europa.eu)