



DATA PROTECTION NOTICE

EUAA Consultative Forum membership

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 *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?

Your personal data are processed in the context of the activities of the EUAA Consultative Forum (hereinafter referred to as ‘Consultative Forum’), which forms part of the EUAA administrative and management structure and is the Agency’s main channel for cooperation with civil society constituting a mechanism for the exchange of information and sharing of knowledge and ensuring a close dialogue between the Agency and relevant civil society organisations and competent bodies active in the field of asylum policy. More information about the Consultative Forum may be found on the [EUAA website](#).

In line with Article 50(3) of [Regulation \(EU\) 2021/2303](#)² (hereinafter ‘the EUAA Regulation’) and Article 2 of the [Management Board Decision No 111](#) of 23 June 2022 on the establishment and composition of the Consultative Forum and on the conditions for transmitting information thereto³ (hereinafter ‘the MB Decision No 111’), the European Union Agency for Fundamental Rights (FRA), the European Border and Coast Guard Agency (Frontex), and the United Nations High Commissioner for Refugees (UNHCR) are members of the EUAA Consultative Forum, having accepted the relevant invitation to become members thereof.

In accordance with Article 50(1) of the EUAA Regulation and Article 2 of the MB Decision No 111, the Consultative Forum is further open to participation from relevant civil society organisations and relevant competent bodies operating in the field of asylum policy at local, regional, national, EU or international level, provided they meet certain requirements laid down in the Annex 1 to the MB Decision No 111.

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. 39-98.

². 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. 1-54.

³. Ref. number: EUAA/MB/2022/155.



In this context, the Agency collects your personal data via the European Commission's [EUSurvey](#) tool following an open online [call for expressions of interest](#) from relevant civil society organisations and competent bodies to become members of the Consultative Forum. Your personal data are also collected via the declaration of confidentiality form and the two declaration of interests forms (by organisations/bodies or representatives in their personal capacity) which accompany the online expression of interest form and must be submitted, after having been completed and signed, by e-mail to the Consultative Forum functional mailbox (consultative-forum@euaa.europa.eu).

The personal data collected are processed by the Consultative Forum Secretariat for the purpose of identifying organisations or bodies which are interested in becoming members of the Consultative Forum and assessing whether the organisations and bodies, which have expressed an interest in becoming members thereof, meet the conditions for membership to the Consultative Forum, as laid down in the MB Decision No 111.

Once membership to the EUAA Consultative Forum has been approved, the personal data are used to compile a Consultative Forum Registry, in the form of an excel file which contains the names of the organisations and bodies that are members to the Consultative Forum, the country they are based in and the contact details of their representatives. The Consultative Forum Registry is used as a contact list for all communication purposes between the Agency and the Consultative Forum members, including its Chairperson. In this respect, personal data may be processed, for instance, for the purpose of organising Consultative Forum meetings and activities, including for example the annual Plenary meeting, thematic consultation group meetings, other specific thematic meetings, workshops, webinars, electronic consultations as well as to facilitate direct interaction between EUAA personnel and Consultative Forum members (for instance, via an online communication platform to be set up using, for example, Microsoft Teams).

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

We process your personal data on the basis of Articles 39 point (e) and 50 of the EUAA Regulation. As mentioned above, the establishment and composition of the Consultative Forum and the conditions for transmitting information thereto are governed by the MB Decision No 111.

Consequently, this processing operation is lawful under Article 5(1) point (a) of the EUDPR, given that it is necessary for the functioning of the EUAA. To the extent that processing of personal data is based on your consent, such processing is lawful also under Article 5(1) point (d) of the EUDPR.

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

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

- In the online expression of interest form to become a member of the Consultative Forum:
 - Your name, surname and e-mail address;
 - Name of the organisation or body on behalf of which you are expressing interest for membership of the Consultative Forum;



- Indication about whether you would be interested in participating in one or both of the two thematic consultation groups (Vulnerable groups, Country of Origin information);
 - Any other information personally identifying you that you might include, upon your own initiative, in one or more of the open-ended questions.
- In the declaration of confidentiality form:
 - Your name and surname;
 - Your position in the organisation or body of which you act as a legal representative;
 - Your signature.
 - In the form of declaration of interests by organisations and bodies:
 - Your name and surname;
 - Your position in the organisation or body of which you act as a legal representative;
 - Your signature.
 - In the form of declaration of interests by representatives in their personal capacity:
 - Your name and surname;
 - Member organisation or body that you represent on the Consultative Forum;
 - Your position in the organisation or body;
 - Indication about whether you, in your personal capacity, have any financial interests, personal relationships or affiliations or any other relevant activities or interests which may be considered as being an existing or potential conflict with the interests of the EUAA, or which may be objectively perceived as such;
 - Information about interests declared (type of interest, description, current or ceased interest);
 - Your signature.

5. How long do we keep your personal data?

Personal data contained in expression of interest forms submitted by member organisations and bodies are stored for as long as the organisations or bodies remain members of the Consultative Forum.

In particular the contact details of representative(s) of a member organisation or body are stored for as long as the individual(s) concerned remain the appointed representative(s) of the relevant member organisation or body. Should the member organisation or body change its representatives, the contact details of the said individual(s), who will no longer be the appointed representative(s), will be deleted.

Personal data contained in expression of interest forms submitted by organisations or bodies of which the membership has been rejected, are stored for a period of one year.



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

No hard copies are maintained, all data is kept in electronic format. Files with confidential information are stored in secure folders with access restricted to authorised EUAA personnel in the internal document management system of the EUAA, i.e., ERDMS, on the servers of the Agency.

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 authorised persons with a legitimate need to know for the purposes of this processing operation.

Moreover, certain data, including personal data, is collected using the European Commission's tool [EUSurvey](#). You may find more information about EU Survey's Privacy Policy [here](#).

7. Who has access to your personal data and to whom are they disclosed?

The data collected are accessible to:

- EUAA personnel involved in the work of the Consultative Forum, such as personnel responsible for the day-to-day coordination of the Consultative Forum (Consultative Forum Secretariat), personnel involved in reviewing and approving expressions of interest to become a member of the Consultative Forum, including personnel consulted on the expressions of interests for membership to the thematic consultation groups (i.e., the Country of Origin Information Sector within the Country Information and Guidance Unit, as well as the Vulnerable Groups Team within the Asylum and Reception Cooperation and Guidance Unit).
- Consultative Forum members, including its Chairperson.

Whereas relevant EUAA personnel may have access to all personal data collected, Consultative Forum members, including its Chairperson, exclusively have access to Consultative Forum members' contact details.

Upon request, Consultative Forum members' contact data may also be shared with other EUAA personnel who would like to get in contact with you for the purpose of, *inter alia*, extending an invitation to an EUAA meeting or event, to inform Consultative Forum members of relevant tools/products recently published by the Agency, or to reach out to a Consultative Forum member for a particular query they would like to discuss.

Moreover, [EUSurvey](#) personnel may have access to certain of your personal data collected via the online call for expressions of interest.



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) or other organisations with offices also outside the EU/EEA, which are members of the EUAA Consultative Forum, as per the table below. For this purpose, in the absence of appropriate safeguards in place, the explicit and informed consent of the data subject(s) concerned is exceptionally sought for the international transfers of their contact details, pursuant to the derogation foreseen in Article 50(1) point (a) of the EUDPR.

Name of international organisations or other organisations with offices also outside the EU/EEA	Link to data applicable Privacy Policy/Notice
United Nations High Commissioner for Human Rights (UNHCR)	Privacy Policy
Council of Europe (CoE)	Data protection disclaimer
Organisation for Security and Cooperation in Europe (OSCE) – Office for Democratic Institutions and Human Rights (ODIHR)	Privacy Notice
International Centre for Migration Policy Development (ICMPD)	Privacy Policy
Oxfam International	Privacy Notice
Red Cross EU Office	Privacy Notice

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 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 the European Affairs Sector, by sending an email to consultative-forum@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: edps@edps.europa.eu.