

## Record of processing activity

01 - Name of processing	Responses to questionnaires related to input needed for economic analysis, monitoring railway system and targeted consultation activities
02 - Reference	22
03 - Submission Date	19/03/2012
04 - Last update	20/02/2024
05a - Controller	GIGANTINO Anna
05b - Unit-Sector	Monitoring, Analysis, Research and Stakeholders Unit
05c - Controller's email	AOD.mars@era.europa.eu
06 - DPO	DataProtectionOfficer@era.europa.eu [mailto:DataProtectionOfficer@era.europa.eu] 120 Rue Marc Lefrancq, 59300 Valenciennes, France Tel. +33 (0) 32 70 96 500
07 - Name and contact details of joint controller(where applicable)	N/A
08a - Who is actually conducting the processing?(Article 31.1(a))	The data is processed by ERA (responsible unit) itself
08b - Name and contact details of processor (where applicable)	N/A
09 - Purpose of processing	Collection of technical and economic data for the purpose of economic evaluation, i.e. to provide input needed for assessments (light/full impact assessments and ex-post evaluations), as well as for monitoring indicators for both railway safety and interoperability, as per Agency's Single Programming Document (SPD). In addition, other data can be surveyed in the context of targeted consultation activities (including surveys, interviews and focus groups). Those collections are made mainly relying on the EUSurvey tool.
10a - Data Subjects	Respondents to ERA questionnaires.
10b - Personal data	First and last name, email address, company and professional contact details.

<p>11 - Time limit for keeping the data</p>	<p>1. EUSurvey external users can, at any time, ask the EUSurvey team to terminate the account, if the service is no longer needed. Following to user's request, the corresponding account, all associated data, and all surveys and results are permanently deleted. In addition, unused external user accounts are deleted after a period of inactivity of 2 years. 2. Regarding data inputs related to IAs and Ex-post evaluations the same duration as the concerned assessment or evaluation (10 years). 3. Concerning surveys until the results have been completely analysed and exploited and, at latest, after 24 months from the end of the survey.</p>
<p>12 - Recipients of the data</p>	<p>Access to your personal data is provided to ERA staff responsible for carrying out the questionnaire and to authorised staff according to the "need to know" principle, in particular to follow-up on the survey results. Such staff abide by statutory, and when required, additional confidentiality agreements.</p>
<p>13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</p>	<p>None</p>
<p>14 - How is data stored? What are the security measures implemented?</p>	<p>Data related to inputs for Ligh/Full Impact Assessment are stored into the relevant ERA Extranet restricted access folder; other data (ex-post- and monitoring railway system-related) are stored into the Monitoring Analysis Research and Stakeholder (MARS) unit intranet workspace. The access to personal data is restricted to the ERA staff. The responses are published only in an aggregated or anonymous form; the personal data received by the Agency are never available except to the ERA personnel mentioned herein. Regarding the personal data collected for the EUSurvey user management (credentials and user data), they are managed through EU Login service and the European Commission's Central User Database, which is stored at the Data Centre of the European Commission. The Data Centre of the European Commission is bound to comply with Regulation (EU) N° 2018/1725 and with any Commission's security decision and provision established by the Directorate General of Security and Human Resources for this kind of servers and services. The database is not accessible from outside the Commission. Inside the Commission the database can be accessed using a UserId/Password. Access to the application is via an encrypted connection using the normal http protocol.</p>

<p>15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice</p>	<p>a) Each questionnaire contains a Data Protection Disclaimer or Privacy notice informing the respondents that their response is voluntary and will be treated anonymously and confidentially; those responses will not be identified by individual, but compiled together and analysed as a group exclusively for economic evaluation purposes. ERA will not disclose any of this personal data to any other person or body, which fall outside the field of recipients nor divulge this data for marketing purposes. Furthermore, data subjects are informed that any personal data included in their answers to the relevant questionnaires shall be processed by ERA staff, and more specifically, the MARS Unit involved in organising and managing the questionnaire and its results, in accordance with 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; in addition, a Privacy notice on EUSurvey is available in the tool (<a href="https://ec.europa.eu/eusurvey/auth/ps">https://ec.europa.eu/eusurvey/auth/ps</a>). Data subjects are informed of their right to obtain access to and rectification of their personal data. They may, also, under certain circumstances, request the erasure of personal data. b) Finally, data subjects are reminded of their rights to address all their remarks concerning the lawfulness of the processing of their personal data to the Agency's Data Protection Officer (DPO), as well as to have recourse, at any time, to the European Data Protection Supervisor (EDPS).</p>
<p>15a - Data subject rights</p>	<p>Right to have access</p>
<p>16 - Legal Basis</p>	<p>ERA Annual Work Programme</p>
<p>17 - Lawfulness of processing</p>	<p>The processing is necessary for compliance with a legal obligation, mentioned under the legal basis, to which the controller is subject, so Art. 5.1(a) and 5.1(d) of Regulation (EU) 2018/1725 is applicable.</p>
<p>18 - Data minimisation</p>	<p>EUSurvey tool requires just full name (first and last name) and email address.</p>
<p>19 - Accuracy</p>	<p>Users introduce their personal data directly into the EUSurvey tool.</p>
<p>20 - Threshold assessment, fill in the specific Threshold assessment-Risks entry in sharepoint.</p>	<p>N/A</p>
<p>21 - Special category data</p>	<p>N/A</p>
<p>22 - DPIA</p>	<p>N/A</p>

23 - Link to the Threshold assessment-Risks	N/A
24 - Other related documents	N/A