

01 - Name of processing	Staff Engagement Survey
02 - Reference	52
03 - Submission Date	15-11-17
04 - Last update	09-09-21
05a - Controller	RICOTTA Salvatore
05b - Unit-Sector	Human Resources
05c - Controller's email	HoUResourcesandSupport@era.europa.eu
06 - DPO	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)	
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	<p>The purpose of the data processing is to gather feedback from the staff members at ERA about their opinion of the workplace. The goal is to assess the working environment at ERA from the perspective of the staff member and address possible areas of improvement through feedback. The results will aim to show how ERA employees feel about their work on a range of dimensions including, for example, manager relationships, leadership behaviours, organisation culture, role relationships and pressure. Attitude survey data can be used to identify areas in need of improvement with a view to making the Agency function better. It is envisaged to carry out a staff engagement survey on a bi-annual basis to see whether staff engagement is changing over time.</p> <p>Replying to the survey will be voluntary; the outcome of the survey (only the aggregated data for 5 or more data subjects) will be anonymised and in no way be used against ERA staff members. The results will not be linked to individuals and will be a summary of staff perceptions on the above-mentioned issues.</p>
10a - Data Subjects	Statutory staff (TA, CA) and SNEs.

10b - Personal data

1. Type of contract / Mandate
 - a. Contract Agent
 - b. Temporary AD
 - c. Temporary AST
 - d. SNE

2. Years of work in the Agency
 - a. < 1 year
 - b. 1-5 years
 - c. 5+ years

3. Expatriate
 - a. Yes, Belgian
 - b. Yes, not belgian
 - c. No

11 - Time limit for keeping the data

ERA will retain all raw data for any specific analysis and for anonymous benchmarking.

12 - Recipients of the data

The designated staff for the raw data.

The outcome of the survey will be communicated to everybody: statutory staff members, SNE's, consultants, trainees.

13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?

N/A

14 - How is data stored? What are the security measures implemented?	<p>A well-established web base platform is used to deliver the survey and other diagnostic tools. No personal details are stored against survey responses anywhere on the system so all data is completely anonymous and hence confidentiality can be assured.</p> <p>Procedure for filling out the on-line survey A link to the survey is sent This link will allow staff to complete the survey Data is only saved to the final data base once staff presses submit. The data is stored on a secure dedicated server and there is no way in which an individual's record can be retrieved or identified Staff will be able to consult own answers after having submitted the questionnaire</p> <p>Measures taken to ensure that the data subject is not identifiable: it is not possible to view a single survey. All reports are generated as a collection of statistical data.</p>
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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>An email will be sent to all staff with a link to access the on-line survey.</p> <p>Once the results and recommendations have been presented to management they will be presented to staff with an action plan established by the Management. The report will also be made available to staff on the intranet</p>
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15a - Data subject rights	Right to have access
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16 - Legal Basis	ERA 488/09.2012 ;#78
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17 - Lawfulness of processing	<p>The processing is lawful and necessary under in compliance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of individuals 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</p>
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18 - Data minimisation

The purpose of the data processing is to gather feedback from the staff members at ERA about their opinion of the workplace. The goal is to assess the working environment at ERA from the perspective of the staff member and address possible areas of improvement through feedback. The results will aim to show how ERA employees feel about their work on a range of dimensions including, for example, manager relationships, leadership behaviours, organisation culture, role relationships and pressure. Attitude survey data can be used to identify areas in need of improvement with a view to making the Agency function better.

19 - Accuracy

NA.

20 - Threshold assessment

NA.

21 - Special category data

NO

22 - DPIA

23 - Link to the Threshold assessment-Risks

24 - Other related documents