

01 - Name of processing	Staff survey on organisational culture for the Better Together at ERA project
02 - Reference	87
03 - Submission Date	19-05-20
04 - Last update	23-06-20
05a - Controller	CARR Christopher
05b - Unit-Sector	Executive Office and Communication Unit
05c - Controller's email	
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 a third party (e.g. contractor) (Art. 29 – Processor)
08b - Name and contact details of processor (where applicable)	Human Synergistics - Dino Ragazzo +33 607 13 36 09 dino.ragazzo@human.synergistics.fr
09 - Purpose of processing	This processing operation is related to personal data following the submission of a questionnaire to all staff members of the Agency. The results to this questionnaire will provide an important input for understanding our perception of the current organisational culture of the Agency.
10a - Data Subjects	Agency staff

10b - Personal data

Nationality/contract type/ duration of working at the agency/level of the organisation

**Years with Organization**

- Less than 6 months
- 6 months to 1 year
- 1 to 2 years
- 2 to 4 years
- 4 to 6 years
- 6 to 10 years
- 10 to 15 years
- More than 15 years
- Prefer not to respond

**Organizational Level**

- Non-management
- Line management (supervising non-management personnel)
- Middle management (managing managers)
- Senior management
- Executive/Senior Vice President
- CEO/President
- Owner
- Prefer not to respond

**Contract type**

- FG/GF
- AST
- AD
- Other

11 - Time limit for keeping the data

Head of Technology of Human Synergetics advised that the standard timeframe recommended for keeping the data is 2 years. However, this timeframe can be customized (shortened or lengthened) at the discretion of ERA. Please note that we recommend keeping the data at least until all debriefs/workshops and change or development activities are completed.]

12 - Recipients of the data	<p>No raw data will be shared.</p> <p>The project team (Nathalie Namavar and Idriss Pagand) will receive first the analysis of data by the human synergistics.</p> <p>All data subjects as discussed under point 10 will receive the analysis and specific communication by the project team.</p>
13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
14 - How is data stored? What are the security measures implemented?	Data is encrypted using SSL and TLS during transmission. Data is stored in encrypted data files using AES-256 encryption.
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>If a data subject wishes to exercise one of their rights, or if they have any questions or concerns, please contact Human Synergistics at <a href="mailto:service@humansynergistics.be">service@humansynergistics.be</a> with the inquiry or request.</p> <p>For DPR notification can be found her:<a href="https://www.humansynergistics.com/fr-fr/politique-de-confidentialit%C3%A9">https://www.humansynergistics.com/fr-fr/politique-de-confidentialit%C3%A9</a></p>
15a - Data subject rights	<p>Right to have access; Right to rectify; Right to erase (“right to be forgotten”); Right to restrict of processing; Right to data portability; Right to object; Right to obtain notifications to 3rd parties; Right to have recourse; Right to withdraw consent at any time</p>
16 - Legal Basis	<p>Commission Implementing Regulation (EU) 2019/777 of 16 May 2019 on the common specifications for the register of railway infrastructure and repealing Implementing Decision 2014/880/EU;#176;#Internal Control Framework;#160</p>
17 - Lawfulness of processing	<p>art.5a:</p> <p>The data is necessary to be able to complete the objectives of the Better Together project - obtaining usefull insight in the organisational culture at ERA. To be compliant we make sure that:</p> <p><i>d) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;</i></p>

18 - Data minimisation

The purpose of the data processing is to gather feedback from the staff members at ERA about their opinion on the organisational culture of the agency (ideal or current). The goal is to assess the organisational culture at ERA from the perspective of the staff member. This input will be the trigger for the further development of the Better Together project. It will serve as a framework and common language to organise discussions and the following workshops on shaping the agency's culture and address possible areas of improvement.

19 - Accuracy

The questions are questions regarding personal opinions and demographical background. For the opinions there is no right or wrong answer. The demographical questions are easy constructed (select options from a list by ticking a box) - limiting the possibility for errors and therefore insuring accuracy.

20 - Access and other rights of persons whose data is processed

see above

21 - Special category data

No

22 - DPIA

23 - Link to the Threshold assessment-Risks

24 - Other related documents