



## Eurojust record of processing activity

Record of processing personal data activity, based on Article 31 of 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

### Part I –Article 31 Record

Nr.	Item	Description
Eurojust Staff Engagement Survey provided by PwC via the secure Qualtrics platform		
1.	<b>Last update of this record</b>	
2.	<b>Reference number</b>	<b>HRU-16- Staff Survey 2023 - DP aspects (April 2023)</b>
3.	<b>Name and contact details of controller</b>	Head of HR <a href="mailto:hohrconfidential@eurojust.europa.eu">hohrconfidential@eurojust.europa.eu</a>
4.	<b>Name and contact details of DPO</b>	<a href="mailto:dpo@eurojust.europa.eu">dpo@eurojust.europa.eu</a>
5.	<b>Name and contact details of joint controller (where applicable)</b>	N/A
6.	<b>Name and contact details of processor (where applicable)</b>	As indicated in the <a href="#">Framework Contract EEA/ADS/21/014 “Benchmarked staff engagement services”</a> , PwC is responsible for processing the data collected on behalf of the controller, acting as the Processor.  PwC may be contacted by sending an email to <a href="mailto:staff.survey@it.pwc.com">staff.survey@it.pwc.com</a> or at the following postal address Woluwedal 18, 1932 Zaventem, Belgium.
7.	<b>Purpose of the processing</b>	The purpose of this data processing activity is to support Eurojust in better tailoring of future policies, improving ongoing initiatives and solving any eventual criticalities emerging from the survey. The survey will be completed by staff on a voluntary basis in the secured PwC platform - Qualtrics. PwC will provide Eurojust with three reports related to staff members’ current engagement and welfare at Eurojust: an anonymous, aggregated, comprehensive data analysis report corresponding to all Eurojust staff; a report by department; and a report by organisational entity (where there are more than five respondents). This will help Eurojust focus its efforts for better results and provide a benchmark for future analysis on specific topics.

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8.	Description of categories of persons whose data are processed and list of data categories	<p><b>Categories of persons:</b></p> <p>Temporary and Contract staff working at Eurojust and voluntarily choosing to complete the survey.</p> <p><b>List of data categories that EUROJUST will provide to PwC to launch the survey and report on results:</b></p> <ul style="list-style-type: none"> <li>• email addresses (needed to send the survey link to staff), unit and department of all active Eurojust staff (TA, CA) that have started work at the Agency at least 3 months before the survey launch date; and,</li> <li>• a separate, aggregated, anonymous table with the overall number of active staff by gender (male, female); level (management/non-management); contract type(CA, TA) expat status (yes, no); tenure (less than 1 year, between 1 and 5 years, more than 5 years employed at Eurojust) to enable reporting, i.e. percentage of respondents for a specific organisational entity for example.</li> </ul> <p><b>List of data categories the data subjects will provide to PwC should they choose to complete the survey:</b></p> <ul style="list-style-type: none"> <li>• gender;</li> <li>• whether the respondent is managing an organisational entity (yes or no);</li> <li>• the respondent's type of contract (TA, CA), length of service (under 1 year, between 1 and 5 years, more than 5 years), and expatriate status (yes or no); and,</li> <li>• personal views on the survey questions collected anonymously through open questions and reported only in the aggregated report corresponding to all Eurojust staff.</li> </ul>
9.	Time limit for keeping the data	<p>Survey responses will only be retained for as long as it is necessary for PwC to collect and analyze the survey data and prepare the aggregated reports. Once the reports are sent, PwC will delete:</p> <ul style="list-style-type: none"> <li>• individual responses (microdata);</li> <li>• demographic information of staff members; and,</li> <li>• email addresses.</li> </ul> <p>This is done manually by members of the PwC project team who have been working on this assignment, and not later than three months after the reports are sent.</p> <p>PwC will keep the aggregated results of the standard close-ended questions at the Eurojust-wide level and for demographic</p>

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		<p>breakdowns (excluding for Department and Unit level) to be able to benchmark with other Agencies if this is requested. All references to Eurojust are removed from the data stored.</p> <p>Eurojust will keep the analysis reports provided by PwC for a maximum 10 year period to ensure benchmarking of results with future surveys.</p> <p>More specific information related to particular surveys will be provided in the specific data protection notices.</p>
10.	<b>Recipients of the data</b>	<p>All Eurojust staff will have access to the overall anonymous analysis report provided by PwC as it will be published on the intranet and circulated by email. The report by department will be made available to the Head of Human Resources (HoHR), Human Resources Development (HRD) the relevant department head and the Administrative Director. The relevant department head will share the department report with the staff s/he supervises. Reports by organisational entity will be made available to HoHR, HRD, the relevant department head, the relevant entity head and the Administrative Director. The relevant head of entity will further share the report with the staff s/he supervises.</p> <p>Only a restricted group of PwC staff - those members of the PwC survey team actually managing the survey administration via Qualtrics - will have access to Eurojust data and results. No Eurojust staff will have access to the data submitted via the tool but only to the survey results aggregated by Unit/Department/Organisation.</p>
11.	<b>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</b>	N/A
12.	<b>General description of security measures, where possible.</b>	<p>PwC employs appropriate security procedures to protect the confidentiality and security of the survey responses as described in the <a href="#">PwC-ISP Security statement</a>. Access to survey responses stored is restricted to PwC project team working on the survey.</p> <p>The survey is conducted via the <a href="#">Qualtrics platform</a>. Qualtrics adheres to the principles set forth in the most important international standards, such as ISO 27002, and regularly verifies its compliance. Access to Qualtrics is limited to few members of the PwC project team supporting the survey roll-out. All Qualtrics accounts for survey administrators are password protected and passwords are updated regularly.</p>

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		<p>The information data subjects will submit via this survey will only be used for the purpose of obtaining anonymous feedback from them. Results of the survey will be reported in aggregate form and will not enable individual respondents to any questions to be identified. Breakdowns of responses will never be disclosed where less than five respondents will reply and cross-analysis will never be performed. Moreover, anonymity will be guaranteed in all outputs presenting the surveys' results: survey answers and results will be anonymous and it will not be possible for PwC and for Eurojust to link the answers provided to the email address of each respondent.</p> <p>Answers to open questions will only be reported at an organisational level to further ensure anonymity of responders.</p>
13.	<p><b>For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:</b></p>	<p>Specific DP notices will be published for each Staff Engagement Survey conducted.</p>