

Privacy Policy to Collect Personal Data for SECURE Project Survey 2024

1. Introduction

The Sustainable Careers for Researcher Empowerment (SECURE) project is a European Union-funded project which aims to improve research careers and reduce the current precarity of research careers. The project is developing coordination and support measures to create, trial, implement, and mainstream a Research Career Framework (RCF) which offers a suite of options to support research-performing and research-funding organisations in the recruitment, employment, training, development, progression, and mobility of researchers. See the project website for more details on SECURE: <https://secureproject.eu>.

The purpose of this privacy policy is to explain the collection of personal data of people responding to an online survey for the SECURE project consultation on research careers and the RCF. The survey is aimed at researchers and research organisations in Europe. The survey is led by Technopolis Group Belgium (TGB) which is a partner in the SECURE project and which is committed to protecting the personal data of their stakeholder contacts and being clear about what data they hold about them and how they will use that data.

2. Data Controller and Data Protection Officer

TGB is the 'data controller' of any personal data collected within the scope of this privacy policy. Our data protection officer (DPO) is the first point of contact for people whose personal data is processed. The location and contact details for our DPO are as follows:

Data Protection Officer
Technopolis Group Belgium
Avenue de Broqueville 12
1150 Woluwe-Saint-Pierre
Belgium

Website: <https://www.technopolis-group.com>
Email: info.be@technopolis-group.com
Telephone: +3227377440

3. How We Use Your Personal Data

We will only use your personal data where we have legitimate reasons for doing so and have told you what those reasons are. We will use the EU Survey Tool to present the survey questionnaire and collect and manage your survey responses as we believe that it is the most appropriate and available tool for our purposes. Your personal data will be collected via the EU Survey Tool and will not be shared with any other party or for any purposes which are not stated in this privacy policy and will further not be used for marketing purposes. We will process your personal data solely for the purpose of facilitating the survey, analysing the input gathered from your survey responses, and informing you of the outcomes of the survey. These activities are for legitimate interest purposes (see GDPR Article 6(1)(f)).

The EU Survey Tool is a free web application for online survey creation and publication which is developed, operated, and maintained by the Directorate-General for Digital Services

(DIGIT) of the European Commission (EC). Your personal data will be collected in the survey and will be processed by and under the responsibility of the data controller in line with Regulation 2016/679 (GDPR) and Regulation 2018/1725 (EUDPR). Your personal data is hosted in the datacentres of the EC which are located within the European Union and managed in line with the technical security provisions in Commission Decision 2017/46 and Commission Decision 2015/443. Please see the EC website on data processing for the EU Survey Tool for more information: <https://ec.europa.eu/eusurvey/home/dpa>.

4. What Personal Data We Will Collect

The personal information we may collect and use is set out below:

- Name
- Email address
- Gender
- Nationality
- Country of residence
- Organisation
- Job title

5. To Whom We Give Your Personal Data

Your personal data may be shared with the following 'data processors' for the purpose of facilitating the survey, analysing the input gathered from your survey responses, and informing you of the outcomes of the survey whereby processing of your personal data will be controlled by data processing agreements between data controller and data processors:

Careers Research and Advisory Centre (CRAC) Limited
22 Signet Court
Cambridge CB5 8LA
United Kingdom
Website: <https://www.crac.org.uk>

European Commission
Directorate-General for Digital Services (DIGIT)
1049 Brussels
Belgium
Website: https://commission.europa.eu/about-european-commission/departments-and-executive-agencies/digital-services_en

Young European Research Universities Network (YERUN)
Rue du Trône 62
1050 Brussels
Belgium
Website: <https://yerun.eu>

We will not routinely pass your personal data to any other organisation except where required to do so as part of our functions or by law.

6. Where Your Personal Data Will Be Stored

Your personal data is stored on Microsoft Office 365 business services. Microsoft will have access to your personal data for the purpose of providing business services to us. For more information about how Microsoft may process your personal data please see the information in the Microsoft Trust Centre: www.microsoft.com/en-us/trustcenter/privacy. You should understand and agree that your personal data may be transferred to and stored at a destination outside the country and economic area where you reside and that it may be processed by staff operating outside that country for the purpose of this privacy policy.

7. Your Rights Over Your Personal Data

You have the following rights once your personal data has been collected:

- Ask for a copy of your personal data
- Correct inaccurate personal data held about you
- Restrict processing of your personal data
- Ask for a copy of your personal data in a format that allows easy transfer
- Object to automated decision making or profiling
- Withdraw consent where consent is the legal basis for collecting your personal data

8. How Long We Will Hold Your Personal Data

We will only retain your personal data for as long as it is needed for the purpose for which it was collected. We will retain your personal data for no longer than twelve months following completion of the SECURE project whereby your personal data will then be destroyed.

9. Complaints About Use of Your Personal Data

You may contact us (see details in Section 2) if you are unhappy with the way in which your personal data has been handled and we will attempt to resolve your issue informally.

You can also make a complaint if we are not able to resolve the issue to your satisfaction to the data protection supervisory authority in Belgium whose contact details are as follows:

Gegevensbeschermingsautoriteit
Drukpersstraat 35
1000 Brussel
Belgium

Website: <https://www.gegevensbeschermingsautoriteit.be>

Email: contact@apd-gba.be

Telephone: +3222744800

10. Changes to This Privacy Policy

We keep our privacy policies under regular review and will inform you of any changes to this privacy policy. This privacy policy is Version 1 and was last updated on 02 December 2024.