

INTERNAL CORPORATE SURVEYS

Record of processing activity	
Title	Internal corporate surveys
Name and contact details of controller	ENISA, Executive Director's Office, Corporate Support Services (specific contact per each survey)
Name and contact details of DPO	dataprotection@enisa.europa.eu
Name and contact details of Joint Controller	N/A
Name and contact details of processor	<ol style="list-style-type: none"> ENISA's possible contractors supporting the Agency in collecting and further processing and aggregating the responses to the surveys (on the basis of specific service contracts). European Commission, EUSurvey tool, used as a platform for the conduction of the surveys (https://ec.europa.eu/eusurvey/).
Purpose of the processing	The purpose of this processing operation is to support ENISA to assess its operational and/or functional performance via the conduction of internal staff surveys (e.g. general staff satisfaction surveys or other more targeted surveys). In the context of the surveys, personal data of the survey participants may also be processed, depending on the case. The results of the surveys will be published in aggregated form and without any personal data of the survey participants.
Description of data subjects	The data subjects are ENISA staff members, SNEs and/or interim agents who participate in a particular internal survey.
Description of data categories	<p>The internal surveys do not usually require any identification data of the participants ("anonymous" surveys) with certain exceptions where some identification data (e.g. unit/team of the survey participant) may be asked. The provision of identification data is usually optional for the survey participants.</p> <p>Note: the content of the surveys is strictly related to professional information and is not expected to include any personal data of the survey participants.</p>
Time limits (for the erasure of data)	The data are kept up to one month after the publication of the aggregated results of the survey.
Data recipients	Designated ENISA staff involved in the data processing operation, as well as designated staff of the data processors.
Transfers to third countries	N/A
Security measures - General description	Security policy of ENISA's internal systems. EC EU Survey tool security policy. Minimum identification data - removed before aggregation.
Privacy statement	Information provided to data subjects prior to conduction of the survey (an example/template provided).

