



EUROPEAN COMMISSION

## **PROTECTION OF YOUR PERSONAL DATA**

**This privacy statement provides information about the processing and the protection of your personal data.**

**Processing operation:** Smart4Policy – Competence Self-Assessment for policymakers and researchers advising policy

**Data Controller:** Joint research Centre – Unit S.2 Science for Democracy & Evidence-Informed Policymaking

**Record reference:** DPR-EC-17688

### **Table of Contents**

- 1. Introduction**
- 2. Why and how do we process your personal data?**
- 3. On what legal ground(s) do we process your personal data?**
- 4. Which personal data do we collect and further process?**
- 5. How long do we keep your personal data?**
- 6. How do we protect and safeguard your personal data?**
- 7. Who has access to your personal data and to whom is it disclosed?**
- 8. What are your rights and how can you exercise them?**
- 9. Contact information**
- 10. Where to find more detailed information?**

## **1. Introduction**

The European Commission (hereafter 'the Commission') is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation DPR-EC-17688 "Smart4Policy - Competence Self-Assessment for Policymakers and Researchers" undertaken by the Joint research Centre – Unit S.2 Science for Democracy & Evidence-Informed Policymaking is presented below.

## **2. Why and how do we process your personal data?**

Purpose of the processing operation: The Joint research Centre – Unit S.2 Science for Democracy & Evidence-Informed Policymaking collects and uses your personal information for two purposes. One main purpose and one further purpose.

The main purpose is to provide you with a self-assessment of your strengths and weaknesses as a policymaker or as a researcher working in a 'science-for-policy' role. The self-assessment is structured into competences, e.g. Systems Thinking, Empathy & Emotion (36 for policymakers, 27 for researchers), and clusters of competences, e.g. Communication, Collaboration (7 for policymakers, 5 for researchers), which combine similar activities.

You will answer a number of multiple choice and single choice questions (typically between 1 and 4 questions per competence). Based on the your answers, the system calculates a competence level for each individual competence, and each competence cluster, e.g. 'Novice', 'Foundational', 'Intermediate', 'Advanced', 'Expert'.

Based on the achieved competence level in each competence and the specific answers relating to that competence, the system provides you with a list of tips for improvement in each competence and a list of recommended resources for learning and development, e.g. online courses, educational videos, articles, databases, or websites.

The further purpose is research using your input. You can opt-in to the processing of your data for research. The research serves in particular the following functions: testing and improvement of the smart4policy self-assessment tool, testing and improvement of the underlying competence frameworks, analysis of training needs, validation of effectiveness of training programmes, academic research. This application has been developed and is managed in-house by the JRC IT team.

Your data will be used for an automated decision-making, including profiling. Users first register through EU Login (see record DPR-EC-03187), which will automatically recognize if the users are working for a European Union (EU) institution or not. The users who work for an EU institution receive additional links to resources, which can only be accessed from the internal network of the EU institutions.

### **3. On what legal ground(s) do we process your personal data**

We process your personal data, because, according to Article 5(1)(d) of Regulation (EU)2018/1725, you have given your consent to the processing of your personal data for the purposes explained above.

To use the tool, you have to consent to the use of your data for the main purpose of running the tool. For the further purpose of research, you can opt in inside the Smart4Policy self-assessment tool. You can use all functionalities of the tool without opting in to the use of your data for research.

You can revoke your consent for one or both purposes of processing at any time by requesting this via email to [EC-Smart-For-Policy@ec.europa.eu](mailto:EC-Smart-For-Policy@ec.europa.eu)

We do not process special categories of personal data, therefore Article 10 of Regulation (EU) 2018/1725 does not apply.

### **4. Which personal data do we collect and further process?**

In order to carry out this processing operation the Joint research Centre – Unit S.2 Science for Democracy & Evidence-Informed Policymaking collects the following categories of personal data: user profile data, self-assessment data (including competence data and socio-demographic data, and feedback data). In particular:

Required to use the tool ('user profile data'):

- Name
- Email address
- Information whether users are a policymaker, a researcher, or both

We obtain this personal data from the EU Login system (for more information please see record DPR-EC-03187). We need it to send you technical messages relating to your self-assessments, e.g. when a started self-assessment needs to be finished before a certain date to avoid losing the saved answers due to a maintenance interval of the platform.

Required to use the tool ('self-assessment/competence data'):

- Self-ascribed competence in various activities relevant for policymakers and researchers in the science-for-policy field based questions in the questionnaire

The provision of this personal data is necessary to use the Smart4Policy Self-Assessment tool. If you do not provide this data, the tool cannot calculate your competence level or provide tips.

Not required to use the tool ('self-assessment/socio-demographic data'):

- Gender
- Country of employment
- Professional experience as a policymaker or researcher in the science-for-policy field
- Field of work
- Type of employer/organisation

The provision of this personal data is not mandatory. You help us make the Smart4Policy tool better and conduct further research by providing this data.

Not required to use the tool ('feedback data'):

- Answers to feedback questions and opinions on the quality of the Smart4Policy tool

The provision of this personal data is not mandatory. You can access the feedback questions through a button at the bottom of the results page. You help us make the Smart4Policy tool better and conduct further research by providing this data.

## **5. How long do we keep your personal data?**

The Joint Research Centre – Unit S.2 Science for Democracy & Evidence-Informed Policymaking only keeps your personal data for the time necessary to fulfil the original purpose of collection or further processing, we keep:

- a) the user profile data, for a maximum of 5 years after you last logged in to the platform, or until you request deletion of your user profile, whichever comes first.
- b) the self-assessment data (including competence data and socio-demographic data) saved inside the platform, for a maximum of 5 years after you last logged in, or until you request to delete it, whichever comes first.
- c) the feedback data saved inside the platform, for a maximum of 5 years after you last logged in, or until your request to delete it, whichever comes first.
- d) the self-assessment (including competence data and socio-demographic data) and the feedback data, as exported in a pseudonymised format for research purposes, until you request to delete it or until it is deemed no longer necessary for our research purposes, following a periodical assessment every 5 years after the first extraction of the data from the platform.\*

The data on the platform will be deleted 5 years after the last login of the user to the platform, unless the user revisits his/her account. An automatic reminder will be sent to users informing them of the retention deadline. The user can always request the deletion of his/her account and related assessment before the abovementioned 5 year period.

Please note that, when the periodical assessment for the exported data for research purposes will be carried out, the controller will also take the opportunity to determine the need to retain, or delete, partially or fully, any personal data also available on the platform.

\* Please note for d): We export the data into .csv files for the purpose of research, including to improve the platform. For this purpose, the data is pseudonymised, i.e. name and email address are not being exported, and a strong threshold system is applied to avoid identification of any individual by socio-demographic data. If you request to delete this data, it may be the case that we will be unable to find your data in the original data set due to the strong level of pseudonymisation. In this case, we will request additional information from you to delete the correct data from the dataset. The research team working with the data will strive to use all means reasonably likely to be used in such cases to directly or indirectly identify you following your request, taking into account all objective factors, such as the costs of and the amount of time required for identification, available technology at the time of the processing and relevant technological developments. Failing such identification, any remaining pseudonymised data may then be considered as anonymised and no longer subject to data protection principles.

## **6. How do we protect and safeguard your personal data?**

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

## **7. Who has access to your personal data and to whom is it disclosed?**

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

This includes research staff mainly from unit JRC.S.2 'Science for Democracy and Evidence-Informed Policymaking', and technical staff mainly from unit JRC.T.6 'Advanced Computing & ICT Services'. In the case of collaborative research projects between unit JRC.S.2 and other teams in the European Commission, other research staff from these teams may also receive access to the data for the duration of the project and insofar as necessary to work on the research project.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

## **8. What are your rights and how can you exercise them?**

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

You have consented to provide your personal data to the Joint Research Centre – Unit S.2 Science for Democracy & Evidence-Informed Policymaking for the present processing operation. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

## **9. Contact information**

### **- The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, the Joint Research Centre – Unit S.2 Science for Democracy & Evidence-Informed Policymaking:

[EC-smart-for-policy@ec.europa.eu](mailto:EC-smart-for-policy@ec.europa.eu)

### **- The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

### **- The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

## **10. Where to find more detailed information?**

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>

- This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-EC-17688 - Smart4Policy – Competence Self-Assessment for policymakers and researchers advising policy