



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL JUSTICE and CONSUMERS

Unit H3: Budget, Programmes and Financial Management

# User Guide EU Survey – Justice, Rights and Values 2021-2027

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## 1. Introduction

The **EU Survey on Justice, Rights and Values** is part of the performance monitoring framework put in place by DG Justice and Consumers (DG JUST) to collect **monitoring data and results** to ensure the sound management of its funding programmes, public accountability and transparency. The survey aims at measuring the quality of the training, mutual learning and awareness-raising events funded under the call for proposals.

Each beneficiary is requested to ask the attendees of the events organised in the framework of their project to participate in this specific EU Survey. Beneficiaries have access to the results and may use them for their project evaluation.

DG JUST will aggregate the results of all the projects financed under the Justice and CERV programmes.

The survey is made of two parts:

- the first one is a usual satisfaction questionnaire aiming at measuring the quality and the impacts of the event organised;
- the second one intends to gather attendees' perception of the values promoted by the Justice and CERV programmes and measure attendees' awareness of the different instruments used to promote and protect rights and values.

The survey is anonymous. Personal data will not be collected unless the respondents agree otherwise. Only the following personal data is collected **if the respondent agrees**:

- name and surname, gender, age, professional category and e-mail address of the respondent,
- the type of organisation on whose behalf the respondent is contributing, and the country of establishment.

As a coordinator you are entering in the back-office module of EU Survey to manage your survey. This requires 2 factor authentication. All the technical steps to set this up are explained below.

The annexes to this guide provide a brief overview of how each type of activity is defined and some Frequently Asked Questions.

## 2. Set-up of the questionnaire and collection of replies

The DG Justice and Consumers encodes a unique access for each project coordinator.

With this dedicated access to the EU Survey on Justice, Rights and Values, the coordinator can manage a list of event coordinators, either for 1 event, multiple events or all events linked to a project.

The coordinator and event coordinators will be able to see and export the data from the questionnaire for their project(s) only. In case the coordinator set privileges for event coordinators on a particular event, then the event coordinator will only be able to export the details of that particular event.

When the event takes place, the event coordinator provides the participants with the link to the survey, together with the event identification data:

- Reference of the project (nine digit number)
- Type of activity (training or mutual learning or awareness raising activity)
- Title of the event (optional)
- Date of the event (optional)

The event coordinator should request the participants to fill in the questionnaire “on the spot”, rights after the end of the event.

Once the participants have filled in the questionnaire, the event coordinator has access to the results (see section 4.2.1). If there are several events, the event coordinators will be able to aggregate all the results, export them and use them to feed in the evaluation of their project.

The Commission will aggregate the results of all projects and process the data that will feed in the evaluation of the programme. The Commission will not publish the individual responses to this consultation.

### 3. EU Login account

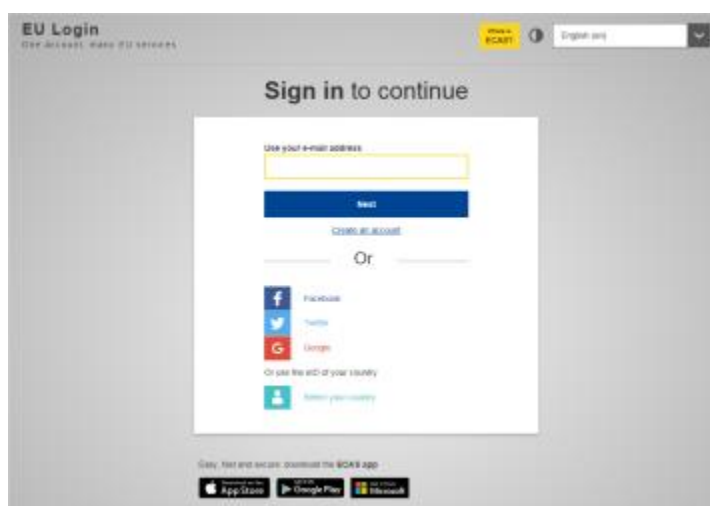
#### 3.1 Create a new EU Login account

**Tip:** For more information on EU login, please visit the dedicated pages [here](#) or contact the [EU login application support](#).

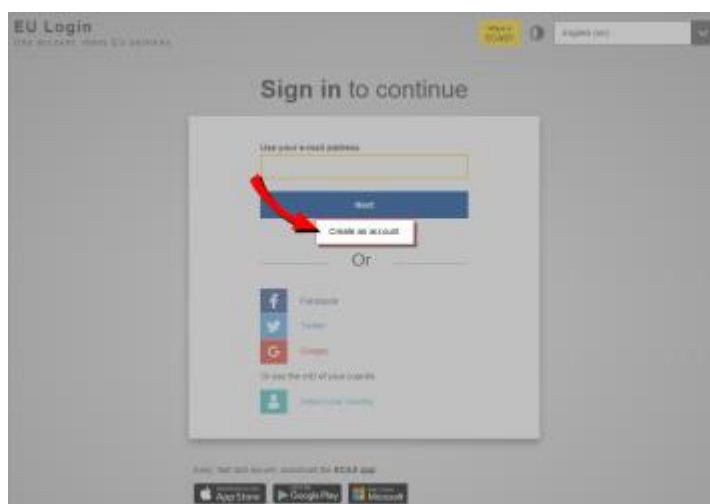
**Note:** If you already have a valid EU login account but forgot your password, go to [Ask for a new password in EU login](#).

Please follow the steps below:

1. Go to the EU login page by entering the following address in the browser: <https://webgate.ec.europa.eu/cas/login>

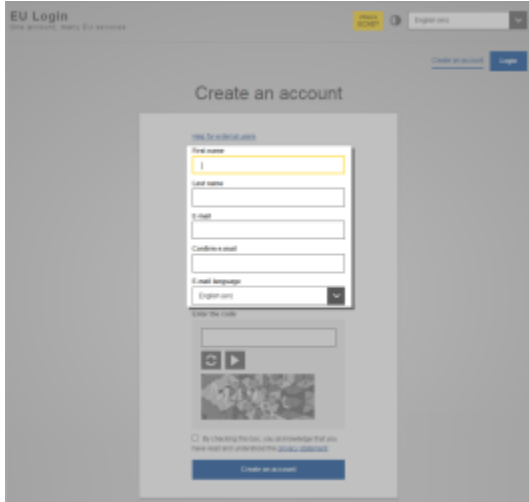


2. Click on Create an account.



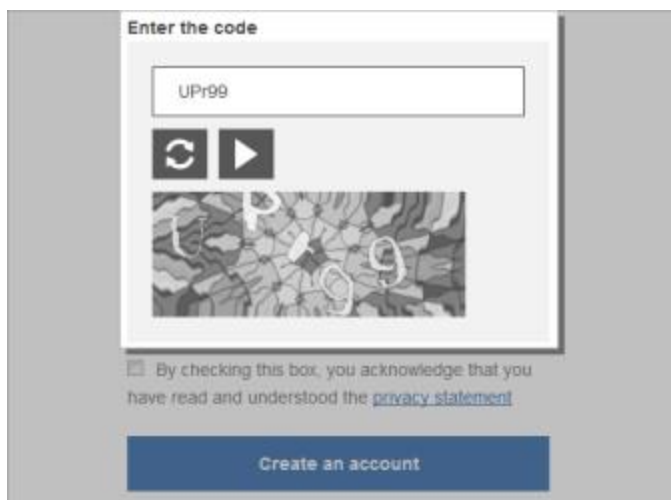
**Note:** Active members of EU staff do not need to create an account.

3. On the new page you will be asked to fill in the blanks with the details for the account.

	<ul style="list-style-type: none"><li>• <b>First name</b></li><li>• <b>Last name</b></li><li>• <b>E-mail</b></li><li>• <b>Confirm e-mail</b></li><li>• <b>E-mail language</b></li><li>• <b>Enter the code</b></li></ul>
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**Warning:** To create an account in EU login, you need to have a valid e-mail address.

4. After you have provided all requested information, please enter the code in the requested field and then click on **Create an Account**.



**Warning:** Do not forget to tick the box regarding the fact that you have read privacy statement!

5. At the same time, you will receive a confirmation e-mail from EUlogin to the e-mail account provided in the registration form. Please follow the provided link.

**Note:** You have a maximum of 1 hour and 30 minutes to validate your request to create an account. The link expires after that period. After this time, you can make another request by following the same link. In case you do not receive this automatic email, please visit this page for more information: <https://webgate.ec.europa.eu/cas/contact.html>.

Dear XYZ,

You have been registered in ECAS, the European Commission Authentication Service.

Your user name is XYZ

To create your password, click:

[this link](#)

You have a maximum of 1 hr 30 min, starting from the time that this message was sent, to create your password, but you are encouraged to do so immediately if possible. After this time, you can make another request by following the same link; you will then need to re-enter your username and confirm your request.

If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser's address bar:

<https://webgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?wavyf.domain=external&wavyf.remember=checked&wavyf.submit=Select&uid=nlacdawid&resetCode=7PqAVTILpCFNo0B9yKUVIcRfytWqOQOQZVTpP6gEzz>

Whenever you login, please choose the domain "External", not "European Commission".

Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where you were trying to register.

Note that it may take up to 5 minutes after reception of this mail before the above-mentioned site will recognize your registration.

Sent to you by

ECAS - European Commission Authentication Service

6. After you have clicked on the link (indicated above) from the e-mail, you will be directed to the site where you will be asked to choose a new password for the user name you have created.

**Warning:** It must contain at least 10 characters and a combination of upper case letters, lower case letters, numbers and special characters.

### New password

Please choose your new password.

Email

New password

Confirm new password

Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters: PWS%&()\*+,-./:;<=>?@[]^\_`{|}~

Examples: T2bnKcLk[] sLkMS(TPq YNkDROaF

[Generate other sample passwords](#)

7. After that, click on [submit](#), the EU login password will be changed and you will be able to successfully log in to EU login.

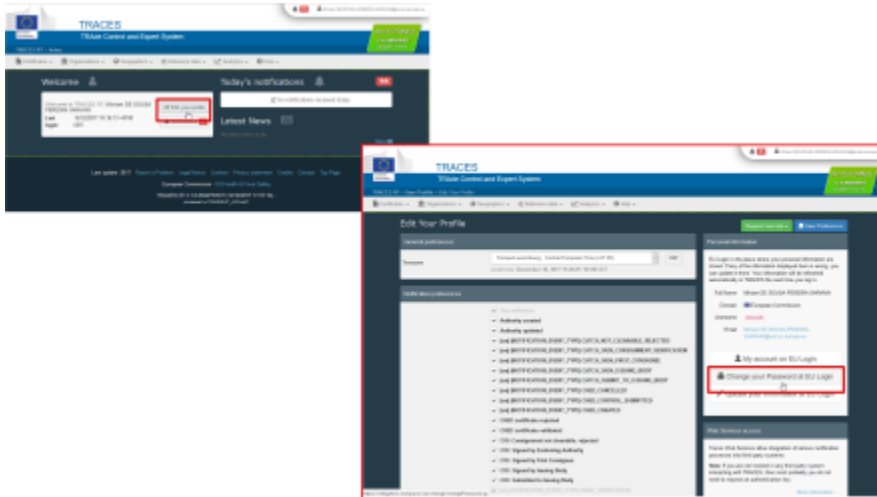
## New password

Your EU Login password was successfully changed.

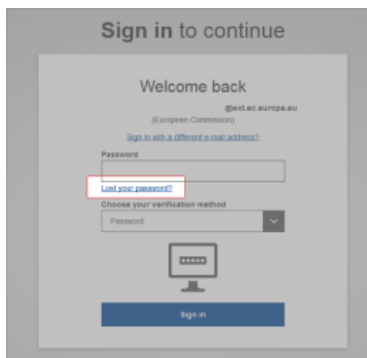
### 3.2 Ask for a new password in EU login

If you have forgotten your password or cannot log into EU login, please follow the steps below in order to request a new password.

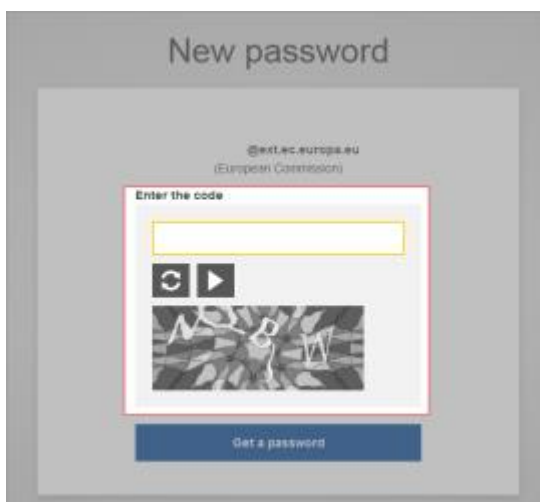
1. Go to the EU login page by entering the following address into the browser: <https://webgate.ec.europa.eu/cas/login> Or you can click on the Edit your profile button, and then choose Update my password on EU login.



2. Click on **Lost your password?** in order to request a new one.

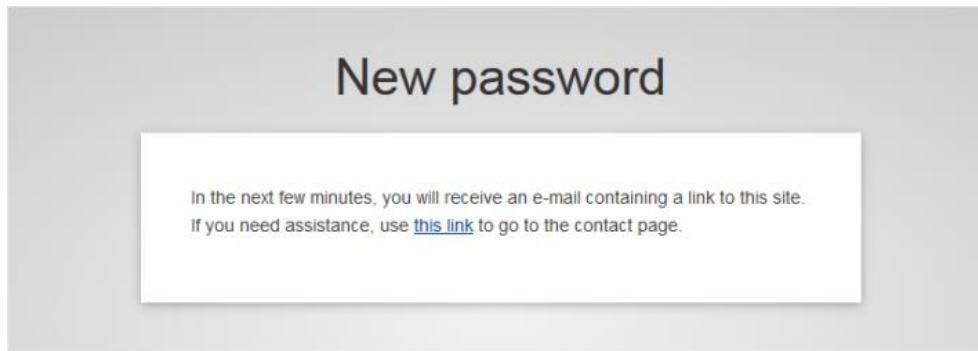


3. Enter the required code and click on "Get a password".





You will receive an e-mail, allowing you to set your new password.



4. Follow the link in the email and proceed with the requested information: to provide a new password.

### 3.3 Set up 2 factor Authentication

#### 3.3.1 Download the EU login mobile app

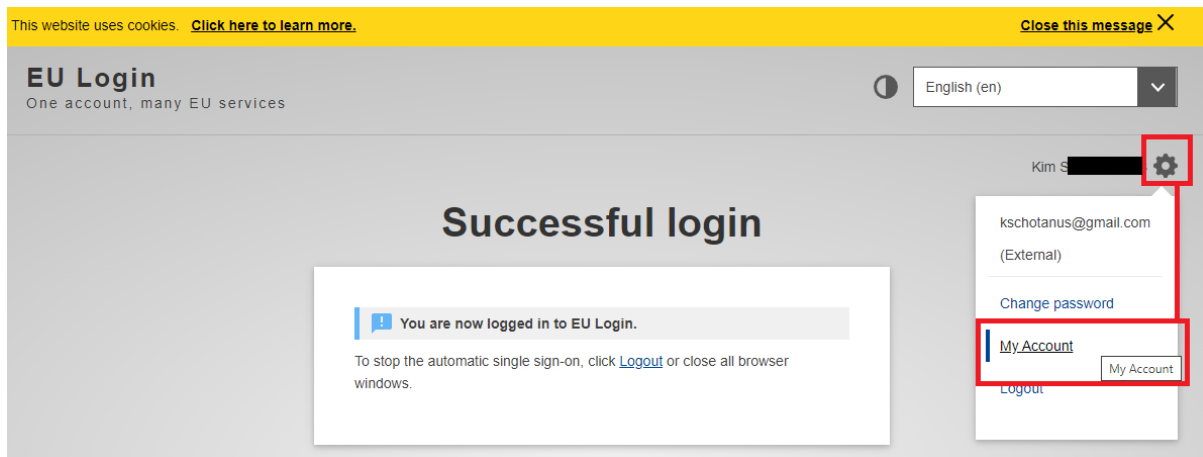
Download the EU login mobile app on your phone.

For Apple: <https://apps.apple.com/us/app/eu-login/id1056119441>

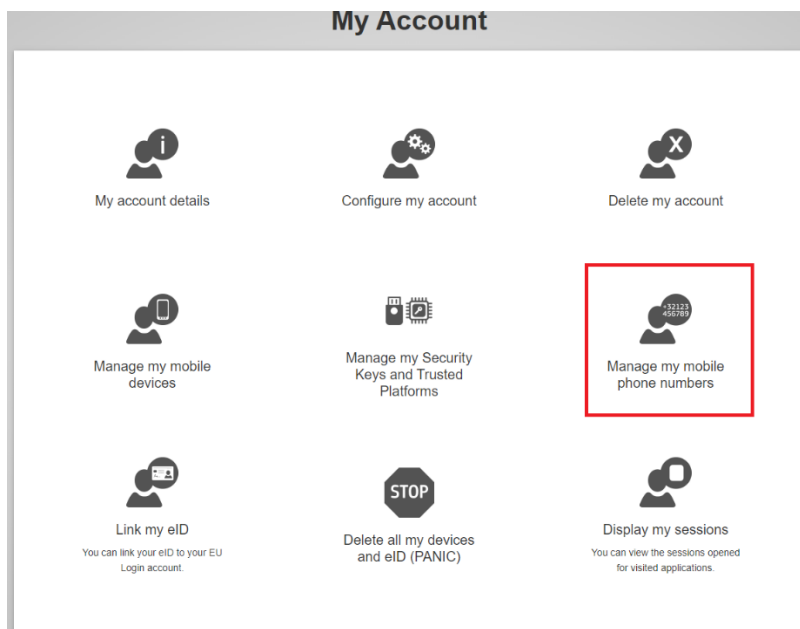
For Android: <https://play.google.com/store/apps/details?id=eu.europa.ec.ecas&hl=nl&gl=US>

#### 3.3.2 Register your phone number

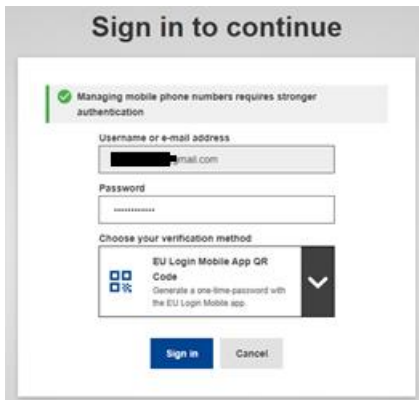
Log in to your EU Login account (<https://webgate.ec.europa.eu/cas/login>) and set up an authentication method. Go to the account symbol and click on “My Account”:



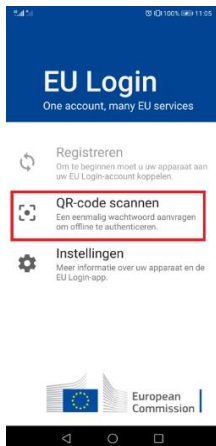
In “My Account” select “Manage my mobile phone numbers”:



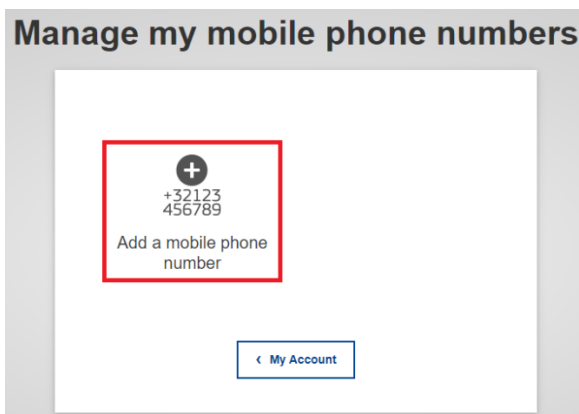
Type your password and select “EU login Mobile App QR code” as authentication method:



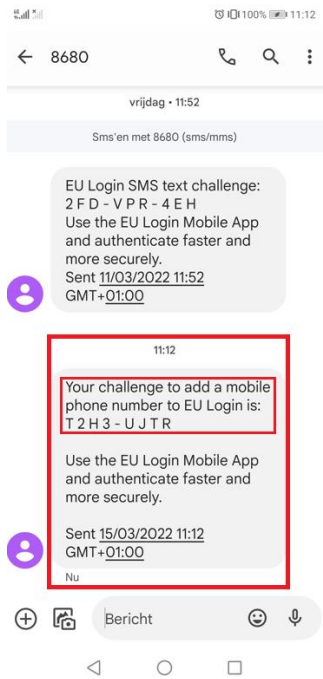
Open the app on your phone and scan the QR code:



When you provide the 8 digit code that the app on your phone generates, you will be asked to confirm the new phone number. Just click on “add mobile phone number”:



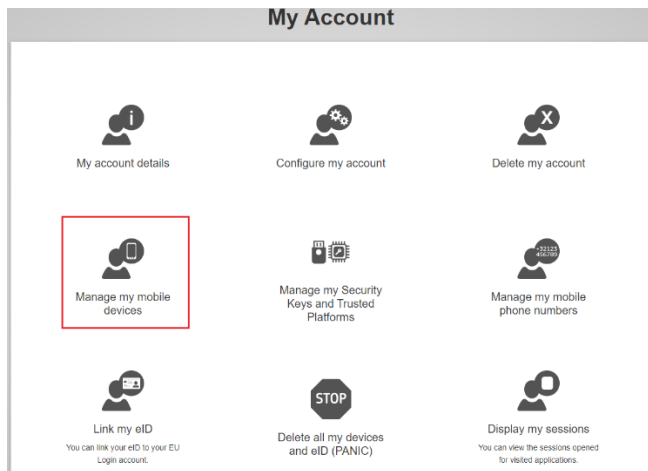
Encode your phone number. The website will send a text challenge to your phone. Please input the code received:



You will receive an email as confirmation.

### 3.3.3 Register your mobile device

In “My Account”, select the option “Manage my mobile devices”;



Click “Add a mobile device”:

The screenshot shows the 'Add a mobile device' form. It includes a title 'Add a mobile device', a prompt 'Please give a name to identify your mobile device and a PIN code to use for it.', and three input fields: 'Your device name' (containing 'Kim Huawei'), 'Your 4 digit PIN code' (containing '\*\*\*\*'), and 'Confirm your PIN code' (containing '\*\*\*\*'). At the bottom, there are 'Submit' and 'Cancel' buttons.

Use your app on your phone to scan the QR code on your screen. After a few minutes your device is automatically added.

### 3.4 Helpdesk for EU login issues

In case you have problems with your EU login account, please contact [EU-LOGIN-EXTERNAL-SUPPORT@ec.europa.eu](mailto:EU-LOGIN-EXTERNAL-SUPPORT@ec.europa.eu)

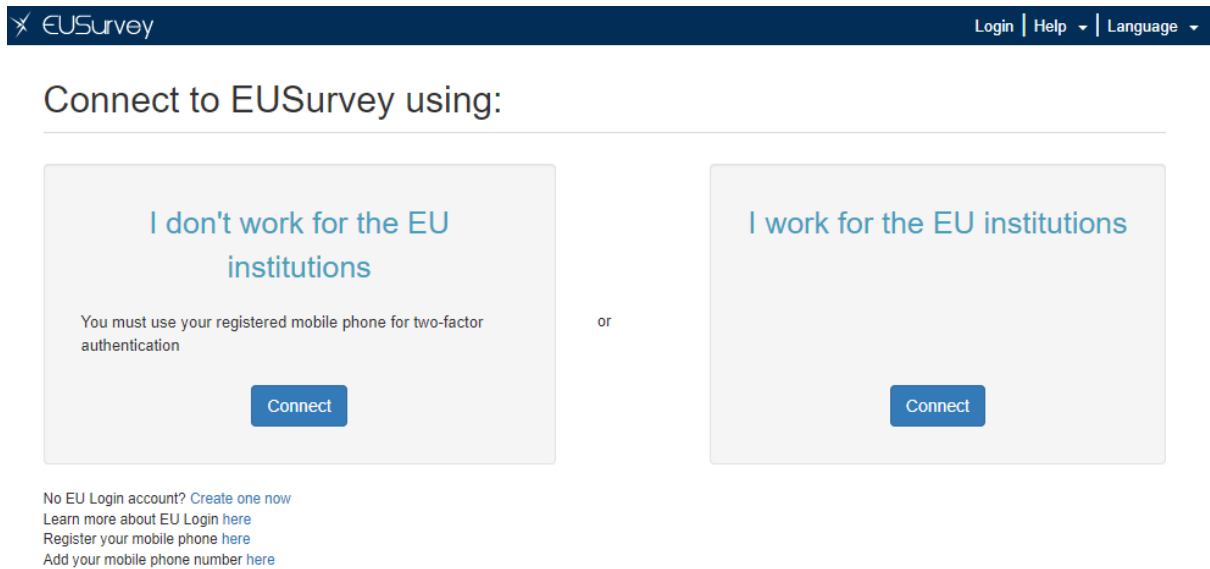
## 4. EU Survey

### 4.1 Login

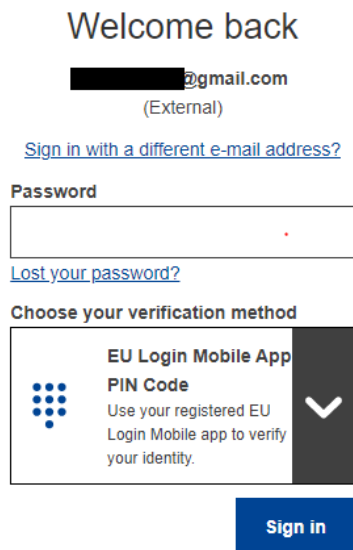
As a coordinator you have access to the back-office module of EU Survey. This requires 2 factor authentication in EU Login. Points 3.3.2 and 3.3.3 above have detailed explanations how to set this up.

Login page: <https://ec.europa.eu/eusurvey/home/welcome>

Select "I don't work for the EU institutions":



Fill in your password and select your authentication method (the easiest options are EU login App QR code, EU Login Mobile App PIN code and Mobile Phone +SMS):



After successful login you will enter the main page of the EU Survey back-office:

Statistics

Your selection did not return any results

Open Invitations

Invitation Date	Survey	Survey Status	Expiry date	Invitation Link
From to	Filter	All	From to	Search Reset
Your selection did not return any results				

My Latest Contributions

Contribution Date	Survey	Survey Status	Expiry date	Actions
From to	Filter	All	From to	Search Reset
Your selection did not return any results				

Drafts

Last Edit	Survey	Survey Status	Expiry date	Draft Link
From to	Filter	All	From to	Search Reset

## 4.2 Your Survey Justice, Rights and Values\_J 2021-2027

Select the tab “Surveys”. You will see the survey “Justice, Rights and Values\_J 2021-2027<sup>1</sup>”. Click on the map icon to open the survey:

The screenshot shows the EUSurvey dashboard. The main survey card for "Justice, Rights and Values\_J 2021-2027" is displayed, with a "Not published" status. The card includes metadata such as "Created: 18/11/2021", "Owner: bissimu", and "Replies: 0". A grid of language selection buttons is visible, with "EN" (English) highlighted. A red arrow points to a map icon at the bottom right of the card. To the right, a "Search criteria" panel offers filters for "My surveys" and "Shared with me", and sorting options for "Alias", "Creation date", "Expiry date", and "Number of Replies".


When you click the map to open the survey, a new tab will open. As a coordinator you have several options: view and export results of your answers, edit privileges, etc.

This screenshot shows the survey results page. The "Justice\_2..." tab is selected, and the "Results" sub-tab is active. The interface includes a "Test Answers" dropdown menu and "Settings" and "Export" buttons. Below, a table with the following headers is shown: "Actions", "Reference of the project", "Type of activity:", "Title of the event:", "Date of the event:", "Duration of the event in days:", and "Did it place it on...". The table is currently empty, and there are filter options at the bottom, including "All Values", "Filter (3 chars minimum)", "From", "To", and "Filter".

<sup>1</sup> **Justice, Rights and Values\_J 2021-2027** stands for the survey related to the Justice programme, **Justice, Rights and Values\_C 2021-2027** stands for the CERV programme.



### 4.2.1 Results

The standard view is a grid with all the data. You can show or hide data for the screen view or the export by using the “settings” button on the right. By selecting the % symbol (  ) you can see a statistical view of the answers of your participants. You can also change the order of the statistical information to alphabetical or by value.

Original order  Alphabetical order  Order by value

#### Type of activity:

		Answers	Ratio
Training	<input type="text"/>	0	0.00 %
Mutual Learning	<input type="text"/>	0	0.00 %
Awareness-raising	<input type="text"/>	0	0.00 %
No Answer	<input type="text"/>	0	0.00 %

#### Statistics




Chart Type:

Color Scheme:

Size:

#### Title of the event :

## 4.2.2 Privileges

If you have multiple events and/or want to give management access to colleagues or event coordinators, then you can encode their access rights to this back-office application. **Please note that only you control the access to the application and data for these users. If you do not revoke the access, then these users will have access to your data at all times.**

To give a new user privileges to your survey, you need their registered email address with EU Login.

Click the button “Add User”:

User	Result filter	Access	Actions
n009bulj	Title of the event: foodtruckfestival Reference of the project 101049725	Read/Write Access	✕

You can search by first name and last name, but we recommend to use email addresses to be 100% sure you grant access to the correct person. Type or paste the email address of the person you want to give access and click “search”. In the results list, select the account you want to give access and click OK.

**Add User** ⓘ

E-mail address: [k...@gmail.com]

First name: [ ] Last name: [ ] User name: [ ]

Domain: External ▾


Search

E-mail	User name	First name	Last name	Department
k...@gmail.com	s...	k...	s...	

OK Cancel

Add User

User	Result filter	Access	Actions
<input type="text" value="Filter"/>			
n009bulj	<b>Title of the event:</b>  foodtruckfestival <b>Reference of the project</b> 101049725	<input type="text" value="Read/Write Access"/>	

The user has now been added. When you click on the pencil (  ) you can limit the access, for example to a certain event name. In this example the user is limited to view results with the name “foodtruckfestival”. The cross symbol on the right is the delete button for the user.

### 4.3 EU Survey support

Documentation on EU survey can be found on [EUSurvey - Documentation \(europa.eu\)](#)

Support for EU Survey can be contacted via [EUSurvey - Support \(europa.eu\)](#)

## 5. Protection of your personal data

**This is a generic privacy statement, which can be used for targeted consultation activities (including surveys, interviews and focus groups). For details on the personal data collected and further processed, the data subjects should consult the specific privacy statement for a specific targeted consultation activity.**

**Processing operation:** *Targeted consultation activities (including surveys, interviews and focus groups)*

**Data Controller:** *European Commission, Directorate-General Justice and Consumers, Unit Budget, Programmes and Financial Management*

**Record reference:** DPR-EC-01011.1

Within the current MFF period 2021-2027, DG JUST manages two funding programmes in direct management:

- the Justice programme
- the Citizens, Equality, Rights and Values programme.

Via these two programmes, DG JUST notably funds around 650 projects per year. Most of our projects are multi-beneficiaries with 1 coordinator and 5 partners in average. These beneficiaries receive a grant to organise activities (training, mutual learning, awareness-raising activities, analytical activities or development of ICT tools). A beneficiary can be in multiple projects simultaneously, a single project can include different activities and an activity can be broken down into several events; for example, a project could include two different training sessions and with a mutual learning event. The number of participants to an event ranges from 10 to 300 according to the type of event.

In order to know the results and impacts of the programmes, DG JUST needs to evaluate the quality of the activities organised by the beneficiaries and their impact on the participants. To that purpose, DG JUST will use an EU survey (one survey for each programme with one common questionnaire to be run each year from 2022 to 2028). Each beneficiary (coordinator + partners) will have access to the survey results of its own project(s) only.

Please see below the list and role of the different actors in an EU survey:

**Programme supervisor:** DG JUST will supervise and manage the two funding programmes and has the survey owner and survey manager roles in EU Survey. DG JUST will aggregate all the results and process them. The analysis of the results will feed into the monitoring and evaluation of the programmes. DG JUST may contract a complementary analysis in the framework of the evaluation of the programme and use the email addresses collected to complete the first survey.

**Coordinator:** Each project is managed by a coordinator who can access all feedbacks collected for that project. A coordinator can manage several projects at the same time. The coordinator will aggregate the results of each of their projects and process them. The analysis will feed into the monitoring and evaluation of the project(s), which is sent to the Commission.

**Partner:** Partner will be able to access the results for the event(s) they manage. One of the partners may be in charge of the evaluation of the project. The Coordinator will give the right (filtered on the project and event reference numbers) to the project's partners according to what they manage (one or several events feedbacks / whole project feedbacks).

**Participant:** People who participate to an event and provide their feedback through a contribution. It corresponds to survey participants.

## 5.1 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.

This privacy statement concerns the processing operation 'Targeted consultation activities', undertaken by the Commission *Directorate-General Justice and Consumers, Unit Budget, Programmes and Financial Management* as presented below.

## 5.2 Why and how do we process your personal data?

Purpose of the processing operation: The European Commission collects and uses your personal information within the framework of targeted consultation activities, i.e. for obtaining the views of the respondents concerned by the activities funded by the Justice programme and the Citizens, Equality, Rights and Values programme, for monitoring and evaluation purposes.

For reasons of transparency and openness, in principle, your views will be published on a Europa website, either directly as received, in the form of a summary report, or included in a wider policy document. Your identity is only published together with your contribution if you consent to the publication of your identity.

The subject matter of the consultation activity requires you to provide personal data in your response. These personal data will only be published subject to your explicit consent. It is your responsibility if you opt for confidentiality of your personal data to avoid any reference in your submission or contribution that would reveal your identity.

To avoid misuse, anonymous contributions to *the consultation activity* may not be accepted. The personal data processed may be reused for the purpose of procedures before the EU Courts, national courts, the European Ombudsman or the European Court of Auditor. Your personal data will *not* be used for an automated decision-making including profiling.

## 5.3 On what legal ground(s) do we process your personal data

We process your personal data, because:

- (a) processing is necessary for the performance of a task carried out in the public interest;
- (b) processing is necessary for compliance with a legal obligation to which the controller is subject;
- (d) it is based on your consent, for the publication of your identity as stakeholder or respondent.

The Union law which is the basis for the processing based on Articles 5(1)(a) and (b) of Regulation (EU) 2018/1725 is the Treaty of the European Union, and more specifically its Articles 1 and 11, Article 298 of the Treaty on the Functioning of the European Union, read in conjunction with Recital 22 of Regulation (EU) 2018/1725), as well as the Protocol 2 on the application of the principles of subsidiarity and proportionality.

#### 5.4 Which personal data do we collect and further process?

In order to carry out this processing operation *the Data Controller* collects the following categories of personal data:

- name and surname
- gender
- age category
- professional category (only for the judicial events surveyed),
- country of residence,
- e-mail address of the respondent,
- the name type and of the organisation on whose behalf the respondent is contributing,
- personal data related to the physical, economic, cultural, or social identity of the respondent, insofar as they are not falling under Article 10 of the Regulation,
- personal data included in the response or contribution to the targeted consultation

Furthermore, you may spontaneously provide other, non-requested personal data in the context of your reply to the targeted consultation.

#### 5.5 How long do we keep your personal data?

*The Data Controller* only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for a maximum of five years after the closure of the file to which the present targeted consultation belongs. A file is closed at the latest once there has been a final outcome in relation to the initiative to which the targeted consultation contributed. This retention period is without prejudice to an earlier elimination of personal data not part of the file or cases of administrative elimination.

This administrative retention period of five years is based on the retention policy of European Commission documents and files (and the personal data contained in them), governed by the common Commission-level retention list for European Commission files SEC(2019)900. It is a regulatory document in the form of a retention schedule that establishes the retention periods for different types of European Commission files. That list has been notified to the European Data Protection Supervisor.

The administrative retention period is the period during which the European Commission departments are required to keep a file depending on its usefulness for administrative purposes and the relevant statutory and legal obligations. This period begins to run from the time when the file is closed.

In accordance with the common Commission-level retention list, after the 'administrative retention period', files including (the outcome of) targeted consultations (and the personal data contained in them) can be transferred to the Historical Archives of the European Commission for historical purposes (for the processing operations concerning the Historical Archives, please see notifications DPO-1530.4 ARES-NOMCOM. ARES (Advanced Records System) et NOMCOM (Nomenclature Commune), DPO-3871-3 Notification for the digital archival repository and ARCHISscanning' and

'DPO-2806-5 Gestion des dossiers papier structurés par nom de personnes et transférés aux Archives Historiques').

## 5.6 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 (*or of its contractors (processors), if contractors are engaged to assist the controller*). All processing operations are carried out pursuant to 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. 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.

The Commission's processors (contractors) are bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission. The processors have to put in place appropriate technical and organisational measures to ensure the level of security, required by the Commission.

## 5.7 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, in particular to follow-up on the targeted consultation. Such staff abide by statutory, and when required, additional confidentiality agreements.

Certain personal data may be made public on the Europa website, namely:

- any personal data on which you consented to their publication;
- personal data spontaneously provided by you in your contribution (without it being required by the *consultation activity*).

Please note that pursuant to Article 3(13) of Regulation (EU) 2018/1725 public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients; the processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

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.

## 5.8 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. Under certain conditions, 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 the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a), on grounds relating to your particular situation.

Insofar you have consented to the certain processing of your personal data to *the Data Controller* 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.

Any request for access to personal data will be handled within one month. Any other request mentioned above will be addressed within 15 working days.

## 5.9 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.

European Commission, *Directorate-General Justice and Consumers, unit Budget, Programmes and Financial Management* at [JUST-H3@ec.europa.eu](mailto:JUST-H3@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.

## 5.10 Where to find more detailed information?

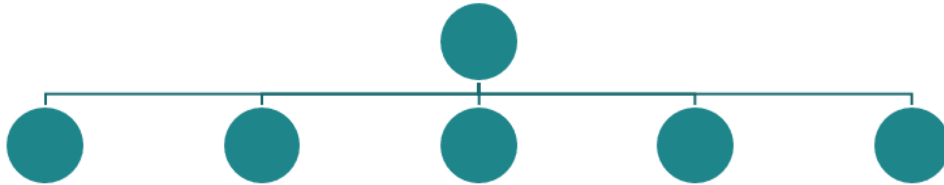
The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-EC-01011.1

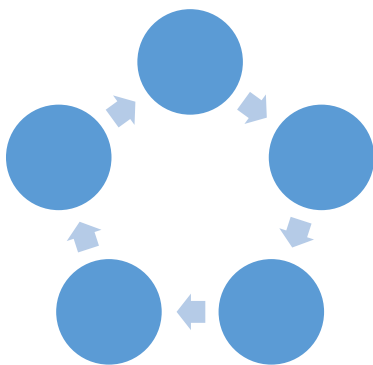


## Annex: definition of the different types of activities

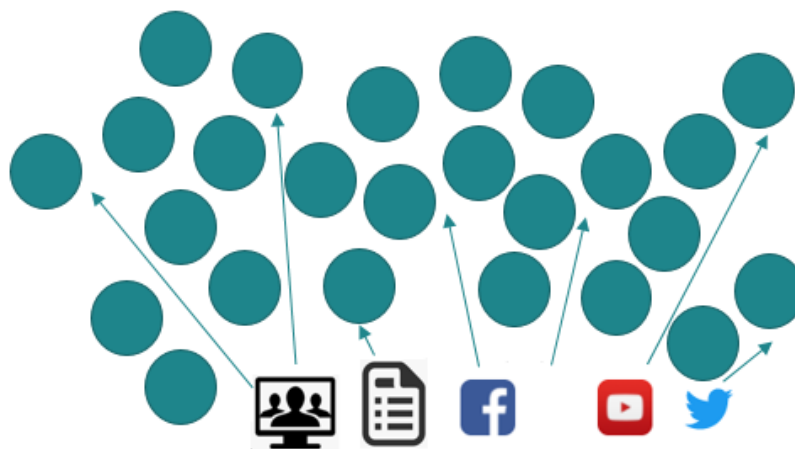
**Training activities** may be classroom training or e-learning courses as well as staff exchanges, study visits, workshops and seminars.



**Mutual learning and exchanges of good practices activities** may be meetings, workshops, seminars, webinars, online platforms, expert groups, peer-learning, networking, study visits and all other activities that provide the opportunity to identify and learn from good practices in other Member States, other regions or in other sector of activities.



**Awareness raising, information and dissemination activities** are conferences, press conferences, media campaigns (including online), publications and all activities aimed at raising awareness, informing and promoting the debate in the areas of the programme.



## Annex: Frequently asked questions

### **1. Can anyone access and fill out the evaluation anonymously without registering beforehand?**

The survey can be completed anonymously. No prior registration is needed. Participants are under no obligation to provide personal data, as anonymity is maintained throughout unless individuals choose to voluntarily disclose personal information.

### **2. How long does it take to fill out the survey?**

The survey interface is designed for ease of navigation, with completion typically taking around 10 minutes.

### **3. Is the survey accessible?**

We strive to ensure the survey is accessible and user-friendly for individuals with diverse backgrounds and abilities, by taking profit of all relevant features available in the EU Survey platform. The survey can also be downloaded as PDF document.

### **4. What prompted the selection of the EU Survey platform for this survey?**

The EU Survey platform was chosen for its strong security measures, including integration with EU Login requiring two-factor authentication for all stakeholders. This ensures data security and confidentiality. Additionally, the platform offers a professional interface suited for corporate environments, aligning with the Commission's organisational needs.