



NOTIFICATION FORM

FOR DATA PROCESSING OPERATIONS

Date of registration: 17.3.2017

Register No: WPM4

1. Name of the data processing operation

Climate-ADAPT case study use Survey

2. Data Controller

Programme or Group:	ACC4
Function:	Head of Group
Contact person:	Mr André Jol; Andre.jol@eea.europa.eu

3. Description of the processing operation

3.1. Area of activity in which the processing is carried out

The EEA intends to carry out a survey with the aim of collecting insights from those who have visited the European Climate Adaptation Platform [Climate-ADAPT \(users\)](#), and from those who have submitted information to Climate-ADAPT ([information providers](#)). The survey helps to understand users/information providers' needs and expectations with respect to the mandate of Climate-ADAPT.

Climate-ADAPT aims to be a trusted source of European information that complements national and sectoral sources of information of climate change adaptation. The purpose of the survey is to evaluate if Climate-ADAPT is achieving its aim to support decision-makers in Europe by providing the following three services:

- a) Facilitating the collection, sharing and use of information at European level on climate change impacts, vulnerability and adaptation to build a consistent and updated knowledge base;
- b) Assisting an effective uptake of the relevant knowledge by experts and decision makers and
- c) Contributing to a greater level of coordination among sectors and institutional levels.

The result of this survey will be used for the following purposes:

- To reflect on the achievements of the platform since its launch;
- To identify the main priorities for future improvements to the platforms content, functionalities and dissemination;

- To inform an EEA Report due in 2018 on “Evaluation of the European Climate Adaptation Platform Climate-ADAPT” that will feed into the European Commission’s evaluation of the Adaptation Strategy to be finalized in 2018.

For that purpose, EEA compiles a solid evidence base consisting of the feedback of key groups of Climate-ADAPT intended users and information providers. Therefore EEA supported by the ETC/CCA has developed a set of questions (multiple choice as well as free text fields) that will be provided in an online tool. This is an online questionnaire tool using standardized software solutions (Lime) but specifically adapted by the contractor for our needs. The online tool is embedded in the EEA dissemination system (CRM) by the company Kantorqwentes (Brussels).

The tool has an approximate completion time of 15 to 30 minutes (depending on the preference of the participants to fill in the multiple choice questions (mandatory) or optionally the free text fields). Following completion, anonymized quantitative information in an EXCEL table including qualitative information based free text boxes are provided. These information will be used as evidence for the evaluation of Climate-ADAPT.

Following the delivery of EXCEL tables, it is foreseen that the EEA (supported by the ETC/CCA) will assess the data in terms of the fulfilment of the above mentioned tasks of Climate-ADAPT. The assessment will feed into the planned EEA report “Evaluation of the European Climate Adaptation Platform “Climate-ADAPT” to be published at the beginning of 2018. Furthermore following up on the survey individual interviews with survey participants will be carried out to better understand and specify the feedback and use it for the development of “Illustrative use cases” of Climate-ADAPT. Therefore participants who answer two specific questions will be asked to provide their email-addresses if they wish to support this approach.

3.2. Modalities for the processing operation

<input checked="" type="checkbox"/> Manual processing	The EEA project manager will provide a list of participants of the survey with their name and email address to the external service provider for enabling him to send individual electronic invitation within the EEA dissemination system Campaign monitor to access the online tool.
<input checked="" type="checkbox"/> Automated processing	The survey is explicitly anonymous. Selected data subject will enter his/her personal data directly in the online tool only if they answer three specific questions (9, 24 and 25) and voluntarily enter their email. The individual responses to the questionnaires will then be processed from the online-tool into EXCEL files by the Kantorqwentes company. They will furthermore be assessed and benchmarked on the basis of the methodology developed by the ETC/CCA and the EEA.

3.3. Are the Personal data processed by an entity external to EEA ('processor')

<input checked="" type="checkbox"/>	Yes, see EEA Framework service contract EEA/COM/15/002 (Framework Service Contract) signed on 25 June 2015 with Kantorqwentes, a Company, in particular the Framework Contract Order Form EEA 56773 – 1 of 13. February 2017 (page 2)
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4. Lawfulness and purpose of the processing

4.1. Legal basis

Framework service contract entered into between the EEA and Kantorqwentes on 25 June 2015 and on 13 February 2017 (order form).

There is no restriction under Article 20 of Regulation (EC) No 45/2001. The processing operation is not subject to Article 27 of Regulation (EC) No 45/2001.
4.2. Grounds for lawfulness
The data processing is considered lawful because: <ul style="list-style-type: none"> ○ it is necessary for the performance and the support of a task carried out in the public interest on the basis of Regulation (EC) No 401/2009 or in the legitimate exercise of official authority vested in the EEA (Article 5(a) of Regulation (EC) No 45/2001, and ○ the data subject has unambiguously given his or her consent (Article 5(d) of Regulation (EC) No 45/2001) by entering the data online for questions 9, 24 and 25 on a voluntary basis.
4.3. Purpose of the processing
As described under 3.1 above.

5. Features of the processing operation
5.1. Categories of data subjects concerned
Recipients of the European Climate Adaptation Newsletter, NRC's and NFP's, European Commission Staff members that are represented in the Climate-ADAPT Advisory Group, European experts included in the Climate-ADAPT webinar mailing lists, 'Representatives of City networks on adaptation provided by the Secretariat of the Covenant of Mayors.
5.2. Categories of data
Name and Email-address of Survey participants that voluntarily provide this information in the survey.

6. Retention practice of personal data
The personal data will be retained for the duration of the order form signed with Kantorqwentos on the survey but no longer than 31 March 2018 when the results of the survey would have been included in the EEA Report "Evaluation of the European Climate Adaptation Platform (Climate-ADAPT) (i.e. a period of maximum 12). Upon completion of the order form, the data will be destroyed.

7. Personal data processed for historical, statistical or scientific purposes
No personal data will be processed for historical, statistical or scientific purposes.

8. Recipients or categories of recipients to whom the data might be disclosed
A limited number of authorised persons of Kantorqwentos who will export the data into an EXCEL file and summarize the information according to the agreed procedure. The ETC/CCA experts and EEA staff members involved in the Climate-ADAPT evaluation will use the data to perform an assessment and to individually contact selected survey participants for detailed information and use the data to draw the conclusions for the EEA report on the Climate-ADAPT evaluation.

9. Proposed transfer of personal data to third countries or international organisations

Yes

No transfer of personal data to third countries or international organisation

10. Information given to the data subjects

See the privacy statement available online as a link to the introductory page of the survey.

11. Procedures to enable data subjects to exercise their rights

Survey participants have no direct access to the data stored. If they wish to modify or delete any of their personal data, they should address their request in writing to the Data Controller at the following addresses: andre.jol@eea.europa.eu or European Environment Agency, Mr André Jol, Head of the Climate change impacts, vulnerability and adaptation Group of the EEA (ACC4), Kongens Nytorv 6, 1050 Copenhagen K, Denmark.

12. Time limits for blocking and erasure of the different categories of personal data

This is done immediately upon request.

Categories of data	Blocking	Erasure
Contact information	Usually immediately but at maximum within 2 working days	Usually immediately but at maximum within 2 working days