

EEAS PRIVACY STATEMENT - DATA PROTECTION NOTICE

FOR THE PURPOSE OF PROCESSING PERSONAL DATA RELATED TO CONTACT DETAILS OF EXTERNAL PARTNERS

COLLECTED AND MAINTAINED BY EEAS DEPARTMENTS, DIRECTORATES, DIVISIONS AND EU DELEGATIONS

1. INTRODUCTION

THE PROTECTION OF YOUR PRIVACY INCLUDING YOUR PERSONAL DATA IS OF GREAT IMPORTANCE TO THE EUROPEAN EXTERNAL ACTION SERVICE (EEAS). WHEN PROCESSING PERSONAL DATA WE RESPECT THE PRINCIPLES OF THE CHARTER ON FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION, AND IN PARTICULAR ARTICLE 8 ON DATA PROTECTION.

THIS PRIVACY STATEMENT DESCRIBES HOW THE EEAS PROCESSES YOUR PERSONAL DATA FOR THE PURPOSE IT IS COLLECTED AND WHAT RIGHTS YOU HAVE AS A DATA SUBJECT. YOUR PERSONAL DATA IS PROCESSED IN ACCORDANCE WITH 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, AND REPEALING REGULATION (EC) NO 45/2001 AND DECISION NO 1247/2002/EC AS OF 11 DECEMBER 2018, ALIGNED WITH PROVISIONS OF THE GENERAL DATA PROTECTION REGULATION /REG. (EU) 2016/679/.

ALL DATA OF PERSONAL NATURE - DATA THAT CAN IDENTIFY YOU DIRECTLY OR INDIRECTLY - IS HANDLED WITH THE NECESSARY CARE.

2. PURPOSE OF DATA PROCESSING: Why do we process your data?

The purpose of this processing operation is to enable EEAS divisions, departments and EU Delegations to be able to get in contact and to keep contact with relevant partners related to the operational activity and functioning of the divisions, departments and EU Delegations for the interest of the Service. Cooperation and contact keeping is necessary for performing its tasks pursuant to the Treaty on the Functioning of the European Union and to the Council Decision establishing the EEAS.

3. DATA PROCESSED: What data do we process?

The types of data, including personal data, concerned are as follows:

- Surname(s) and first name(s)
- Title
- Function
- Responsibility (including thematic portfolio/area)
- Professional (Office) address
- Professional e-mail address
- Professional phone number including official mobile number
- Private mobile phone numbers (in case provided by the data subject)
- Professional telefax number
- ID number for visitors' accreditation forms
- Nationality for visitors' accreditation forms
- CV details with limited access

All data are communicated on a voluntary basis.

Professional details are collected from publicly available or inter-institutional sources.

4. DATA CONTROLLER: Who is entrusted with processing your data?

The Controller determining the purpose and the means of the processing activity is the European External Action Service. The representative of the controller, the service – EEAS Directorate / Division / EU Delegation – responsible for managing the personal data processing under the supervision of the Director / Head of Division / Head of Delegation is the following entity:

Directorate Human Resources (EEAS.BA.HR)

5. RECIPIENTS OF THE PERSONAL DATA: Who has access to your data?

The recipients of your data may be

- Assigned staff of the particular Department/Directorate/Division/Delegation concerned

In the framework of the external relations cooperation and tasks, provision of contacts to third parties could be foreseen, appropriate safeguards are to be ensured in case of such transfer.

The given information will not be communicated to third parties, except where necessary for the purposes outlined above.

6. ACCESS, RECTIFICATION, ERASURE OF DATA: What rights do you have?

You have the right to access your personal data and the right to correct any inaccurate or incomplete personal data, as well as to request the removal of your personal data, if collected unlawfully, which will be implemented within 10 working days after your request has been deemed legitimate. If you have any questions concerning the processing of your personal data, you may address them to the functional mailbox of the Data Controller.

The Data Controller is the EEAS Directorate / Division / EU Delegation that contacted you or you have been in contact with.

7. LEGAL BASIS: On what grounds we collect your data?

Legal basis:

- **Shared Vision, Common Action: A Stronger Europe**

A Global Strategy for the European Union's Foreign and Security Policy (June 2016)

Chapter 1. A Global Strategy to Promote our Citizens' Interests

- http://eeas.europa.eu/eucom/news/index_eu.htm

- **Council Conclusions, October 2016**

On that occasion the Council of the European Union stressed *"the need of joining up efforts in the field of public diplomacy including strategic communication, inside and outside the EU, to speak with one voice and ultimately promote its core values"*

- COMMUNICATION AND VISIBILITY MANUAL for European Union External Actions 2010

- European Commission, DG Communication, Action Plan to Improve Communicating Europe, July 2005, p.2. at http://ec.europa.eu/dgs/communication/pdf/communication_com_en.pdf (COM(2005)985)

- Communication from the Commission: The Commission's contribution to the period of reflection and beyond: Plan-D for Democracy, Dialogue and Debate (COM(2005)494)

- White Paper on a European Communication Policy (COM(2006)35)

- eEurope Action plan: objective 3b (eGovernment) commits the Commission to ensuring "that citizens have easy access to essential public data as well as promoting on-line interaction between citizens and government"

- Europa II: Communication "Towards eCommission: Europa 2nd Generation – Advanced web services to citizens, business and other professional users" (C(2001)1753 of 6/7/01)

- Draft Communication from Mrs Ferrero-Waldner to the Commission, *The EU in the World: Towards a Communication Strategy for the European Union's External Policy 2006-9*, C(2006) 329/1, p.1

- The Lisbon Treaty (consolidated version), The Treaty on European Union, Article 2, in *Official Journal of the European Union* C 83/17, 30 March 2010.

The Union's aims in its external relations are defined in Article 3(5) the Lisbon Treaty as follows: In its relations with the wider world, the Union shall uphold and promote its values and interests and contribute to the protection of its citizens. It shall contribute to peace, security, the sustainable development of the Earth, solidarity and mutual respect among peoples, free and fair trade, eradication of poverty and the protection of human rights, in particular the rights of the child, as well as to the strict observance and the development of international law, including respect for the principles of the United Nations Charter.

Further legal reference:

- Article 1 (Nature and Scope), 2 (Tasks) and 3 (Cooperation) of the Council Decision of 26 July 2010 establishing the organisation and functioning of the European External Action Service (2010/427/EU) available on http://www.eeas.europa.eu/background/docs/eeas_decision_en.pdf
- Financial Regulation (REGULATION (EU, EURATOM) No 966/2012 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:298:0001:0096:EN:PDF>)
- Rules of Application of the Financial Regulation (Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=OJ:L:2012:362:FULL&from=EN>

8. TIME LIMIT - DATA STORING: For what period and how we process your data?

The data will only be retained for the period corresponding to partner's cooperation relationship with the Department/Directorate/Division/Delegation. It will be deleted or modified as relevant after this period has elapsed.

Security of data: Appropriate organisational and technical measures are ensured according to Article 33 of Reg. (EU) 2018/1725. The collected personal data are stored on servers that abide by pertinent security rules. Data is processed by assigned staff members. Files have authorised access. Measures are provided to prevent unauthorised entities from access, alteration, deletion, disclosure of data. General access to personal data is only possible to recipients with a UserID/Password. Physical copies of personal data are stored in a properly secured manner.

9. EEAS DATA PROTECTION OFFICER: Any questions to the DPO?

In case you have queries you can also contact the EEAS Data Protection Officer at data-protection@eeas.europa.eu.

10. RECOURSE

You have at any time the right of recourse to the European Data Protection Supervisor at edps@edps.europa.eu.