

Data Protection at EEAS



DATA PROTECTION OFFICE

Although it may seem to be a theoretical concept, data protection is a practical notion. We deal with personal data in our everyday life: we exchange e-mails with mailing lists, we distribute lists of participants of a meeting or an event, we collect personal data in a database, as a consequence we make personal data accessible. It is vital to be aware that personal data means any information relating to an identified natural person or someone who can be identified.

We need to know that **processing of personal data is permitted as long as it is lawful**, but it must be implemented in accordance with the data protection regulation. The **protection of personal data is a fundamental right** in the European Union. This right is granted to European citizens by Directive 95/46/EC. For the EU institutions and bodies, data protection is governed by [Regulation \(EC\) 45/2001](#).

The protection of your privacy including your personal data is of great importance to EEAS, thereby also reflecting the provisions of the Charter on Fundamental Rights of the EU, and in particular its Art. 8. All data of a personal nature identifying you directly or indirectly which you provide to the EEAS will be handled with care.

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What is "personal data"?

Personal data means any information relating to an identified or identifiable natural person called "data subject, (a name for example, or even a login or a phone number for any staff member).

Who is the "data subject"?

The "data subject" is the person whose personal data are collected, held or processed.

Who is the "data processor"?

Data controllers may decide not to process personal data on their own but to outsource it to a so-called "data processor", who will do it on behalf of the controller. They have to provide sufficient guarantees in respect of the technical and organisational security measures required and ensuring compliance with those measures. The data processor can be a natural or legal person, public authority, agency or any other body, acting on instruction, and only on instruction, from the controller. Controller and processor need to be bound by a contract or legal act (or anyway by a written agreement) for the carrying out of the processing operations of personal data.

Who is the "data controller"?

The "data controller" is the European Union institution or body, the unit or any other organisational entity that alone or jointly with others determines the purposes and means of the processing of personal data. For each processing operation, a data controller has to be identified and prior notice must be given to the Data Protection Officer (DPO) of the institution or body.

A data controller should be preferably identified at the level of Head of Division or above.

2 main duties of "data controllers":

→ To give prior notice to the Data Protection Office of personal data processing operations under his/her control.

→ [Notifications](#)

→ To inform the data subjects of the operations processing their personal data and of their rights

→ [Privacy Statement](#)

What is a "notification"?

A notification is a prior notice by the data controller to the Data Protection Officer of any processing operation (manual or electronic) in which personal data is involved. The responsibility lies with the data controller.

Who is the "DPO"?

Each institution or body has a DPO, i.e. Data Protection Officer, to ensure the application of the principles of personal data protection in their office.

The DP office keeps a register of all personal data processing operations of the Service. The office also provides advice and makes recommendations on rights and obligations and notifies highly sensitive processing operations of personal data to the EDPS and responds to data protection related requests. In critical situations the DP office may investigate matters and incidents on request or on own initiative.

EEAS
DATA PROTECTION OFFICER a.i.
Carine CLAEYS

What is a "privacy statement"?

Data subjects must be duly informed on the processing of their personal data and on some specific rights they are granted such as access to their data, possible rectification and even blockage and erasure in case of unlawful processing. Data subjects are in general informed through a so-called "privacy statement", which should be given prior or in parallel to the collection of their personal data.

Who is the "DPC"?

The DPC is the Data Protection Coordinator for HQ and the Data Protection Correspondent for Delegations. The DPC is nominated by the Director, Head of Division or Head of Delegation and assures a coherent implementation of Regulation 45/2001. He/she provides advice and assistance to staff and assists data controllers in their requests for prior notice (also called "notifications") to the Data Protection Office and possibly to the EDPS. He/she handles the inventory of personal data processing operations in the directorate/division and liaises with the DP Office, and represents the directorate, the division, Delegation in the EEAS DPC networks.

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When and where to be alert?

▪ Recruitment, flexitime, evaluation, e-monitoring → **Privacy at work**

▪ Search engines, social networks, advertising → **Privacy online**

▪ Electronic payment, profiling
→ **Consumer privacy**

Aviation security, intelligent transport, GSM → **Privacy at travelling**

What are your guidelines as a citizen:

http://ec.europa.eu/justice/policies/privacy/guide/index_en.htm

EEAS DATA PROTECTION OFFICE & DATA PROTECTION COORDINATORS' NETWORK

represented by

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Contact [EEAS DATA PROTECTION](#)
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For EEAS Data Protection notifications,
please consult the [eDPO](#), the electronic
notification system of the EEAS.

More information

- [Data Protection website on EEASzone](#)
- [DP Office website on internet site of EEAS](#)
- [Data Protection Officer website - Council](#)
- [Data Protection Officer website - EC](#)
- [Data Protection on EUROPA](#)
- [European Data Protection Supervisor site](#)