

# EEAS PRIVACY STATEMENT

## for the purpose of the processing operation

## Upholding of EU Situation Room Contact Lists

<b>1. INTRODUCTION</b>
<p>THE PROTECTION OF YOUR PRIVACY INCLUDING YOUR PERSONAL DATA IS OF GREAT IMPORTANCE TO THE EUROPEAN EXTERNAL ACTION SERVICE (EEAS), THEREBY REFLECTING THE PROVISIONS OF THE CHARTER ON FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION, AND IN PARTICULAR ITS ART. 8. THE PRESENT PRIVACY STATEMENT DESCRIBES WHICH MEASURES ARE TAKEN IN ORDER TO PROTECT YOUR PERSONAL DATA WITH REGARD TO THE ACTION INVOLVING THE PRESENT DATA PROCESSING OPERATION AND WHAT RIGHTS YOU HAVE AS A DATA SUBJECT. YOUR PERSONAL DATA ARE PROCESSED IN ACCORDANCE WITH REGULATION (EC) 45/2001 ON THE PROTECTION OF INDIVIDUALS WITH REGARD TO THE PROCESSING OF PERSONAL DATA BY THE COMMUNITY INSTITUTIONS AND BODIES AND ON THE FREE MOVEMENT OF SUCH DATA. ALL DATA OF A PERSONAL NATURE - NAMELY DATA WHICH CAN IDENTIFY YOU DIRECTLY OR INDIRECTLY - WHICH YOU PROVIDE TO THE EEAS WILL BE HANDLED WITH THE NECESSARY CARE.</p>
<b>2. PURPOSE OF THE PROCESSING OPERATION</b>
<p>The purpose of the upholding of the data such as telephone numbers, conference calls and DO contacts is to make it possible for the EU Situation Room to provide crisis-related information for relevant parties in the form of receiving SMS/e-mail alerts.</p> <p>Further data collection by the EU Situation Room takes place in the specific context of the Arrangements for Crisis Coordination at EU political level (CCA) for alerting and monitoring, spreading and exchanging information and contacting the relevant persons about crises where the CCA and its tools are being used.</p>
<b>3. DATA PROCESSED</b>
<p>The data which will be processed for that purpose are the following</p> <ul style="list-style-type: none"> <li>▪ Name, surname</li> <li>▪ Function</li> <li>▪ Title/post held</li> <li>▪ Telephone numbers including both office GSM and private GSM numbers</li> <li>▪ Office and private e-mails</li> <li>▪ DO contacts (password)</li> </ul>
<b>4. CONTROLLER OF THE PROCESSING OPERATION</b>
<p>The controller<sup>1</sup> responsible for the processing operation is the Head of the EU Situation Room or his/her Deputy acting on his/her behalf.</p>
<b>5. RECIPIENTS OF THE DATA</b>
<p>The recipients of your data will be the EU Situation Room – sharing information with the relevant services of the EEAS (EEAS management and Watch-keepers) as well as GSC. With respect to the CCA everyone entitled to access the CCA webpage will be able to see the list of contact details of central CCA contact persons and of Member States' points of contact at a national level which will be accessible via the webpage. Member States' core users as well as the core users from EU institutions can furthermore access the whole list of users of the webpage and have editing rights for their own core user group. Information on CCA webpage contact persons may be disclosed to the originators of any CCA webpage-related request received by the EU SitRoom.</p> <p>The information in question will not be communicated to third parties, except where necessary for the purposes outlined above.</p>
<b>6. PROVISION, ACCESS AND RECTIFICATION OF THE DATA</b>
<p>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 you have any queries concerning the processing of your personal data, you may address them to the data controller at the following functional mailbox: <a href="mailto:eusitroom@eeas.europa.eu">eusitroom@eeas.europa.eu</a></p>

<sup>1</sup> The controller is the organisational entity which determines the purpose and means of the processing of personal data.

## **7. LEGAL BASIS**

The legal basis of the processing operation at stake is:

- 2732<sup>nd</sup> Council meeting (Justice and Home Affairs): conclusions of 1-2 June 2006;
- 9687/06 List of A Items;
- 9552/2/2006 Second revised I/A Item Note;
- Article 240 of the Treaty.

Good administrative practices in the framework of the Treaty of Lisbon and 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](http://www.eeas.europa.eu/background/docs/eeas_decision_en.pdf)

## **8. TIME LIMIT FOR STORING DATA**

The data of a data subject is kept for the period during which the person is entitled to receive SMS/e-mail alerts. It will be erased when the EU Situation Room is informed about the change of status.

CCA: The data of a data subject is erased from the applicable list when s/he is replaced by a new contact person occupying CCA-relevant positions. Data updates are done as needed on information received or collected and systematically once a year. For being able to trace back information and for backup purposes, the immediately preceding versions of contact lists are kept for another year.

Once information is provided to the EU Situation Room to do so – blocking or erasure is made within 3-5 days.

## **9. CONTACT**

In case you have questions related to the protection of your personal data, you can also contact the EEAS' Data Protection Office at [data-protection@eeas.europa.eu](mailto: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](mailto:edps@edps.europa.eu).