

# EEAS PRIVACY STATEMENT

## for the purpose of the processing operation

**'Learning and Development: Internal and External Training in the EEAS (Headquarters 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), THEREBY REFLECTING THE PROVISIONS OF THE CHARTER ON FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION, AND IN PARTICULAR ART. 8 THEREOF. THE PRESENT PRIVACY STATEMENT DESCRIBES THE MEASURES TAKEN 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](#), AS IMPLEMENTED IN THE EEAS BY THE [DECISION OF THE HIGH REPRESENTATIVE OF THE UNION FOR FOREIGN AFFAIRS AND SECURITY POLICY OF 8 DECEMBER 2011](#). 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.

### **2. PURPOSE OF THE PROCESSING OPERATION**

Personal data processing at the EEAS is done in support of the objectives and key principles of the "Learning and Development" within the EEAS. Learning and development aims at ensuring the maximum degree of alignment between the EEAS staffing needs and individuals' personal development needs. *It has the following objectives:*

- to broaden and develop the knowledge, skills and competencies staff needs in order to contribute to the achievement of EEAS's goals;
- to contribute to the sense of fulfilment, belonging and commitment at the workplace and improving motivation;
- to help individuals in making career moves, both laterally (internal mobility) and vertically (promotion/reclassification).

Data processing operations in this area are necessary to manage and follow up the request of internal and external trainings, the evaluation of the impact of training and, where appropriate, the reimbursement of costs.

Staff enrolls to the course through the electronic workflow (SYSLOG application, in the near future the new LMS Learning Management System will replace SYSLOG.). For internal courses, staff chooses the course amongst those included in the published planning. DG.BA.HR.4 analyses and accepts or rejects requests. Once a request is approved staff receives an invitation by e-mail and/or by Outlook calendar. For external training events, once the participation is accepted by DG.BA.HR.4, staff members receive a confirmation letter registered in Ares.

An attendance list of registered participants will be extracted from the IT system and participants are asked to sign it. . At the end of a course the list will be collected and the participation data will be inserted into the IT system and kept as record of training. An evaluation form is distributed at the end of the course or sent electronically by e-mail.

An exception is done for the enrolment to team building events where the processing of personal data is currently done manually. A request form is filled in by the division concerned, signed by the responsible line manager and then sent to the DG.BA.HR.4.

### **3. DATA PROCESSED**

In the context of the EEAS Learning Development Policy, the following categories of personal data can be distinguished:

#### 1) Data related to planning and execution of courses organized internally at EEAS premises:

- Request for offers made to contractors for the organization of a course according to training needs.
- Offers for courses received by contractors including course content and proposal for dates, names of proposed trainers, CVs and related cost.
- Course planning and calendar published on the intranet portal, containing training competence area (IT, Languages, etc.), course title, duration, start and end dates, maximum number of admissible participants.

The electronic training request collects the following data:

- Personal details: name, surname, contract status including function group and grade, date of entry into service, division, line manager;
- Course details: information on whether it is internal or external, provided by EEAS or by another subject and other details on the course (e.g. title, location, etc.);
- Description of the scope/objectives of the training.

The request has to be submitted by the training participant and approved by the line manager:

- During the course: a list of participants with the following information is needed: Course title, contractor, dates of training, trainer, name of participant, Unit and signature.
- End of course: the evaluation form contains the following information course title, dates of training, quality scores of the course in general and of the sessions in particular.
- Certificate of attendance indicating: Course title, dates of training, trainer, name of participant, and signature of the Head of Career and Learning Development division Certificate of attendance is delivered only to Member States participants, or participants who have followed an external training and only in particular cases. For all other cases, the training is recoded in Syslog.

2) Data related to the participation of staff in courses organized by the European Commission (EC) or other EU institutions:

- Data contained in the EC Course or other EU institutions' catalogue
- Course enrolment data contained in the training request form
- Surname/Name of participant for each of the planned EC courses is sent to the EC, HR.B.3 services/registered directly in Syslog upon availability
- For other EU institutions the enrolment is done by email including names, surnames and the position of the applicant.
- Data related to the motivation of the participant providing justification to request attendance, i.e. motivation letters/statements

3) Data related to the participation of staff in external training

- Data, containing list of training/personal development needs of staff, required for approval of external courses;
- Course enrolment data contained in the training request form.
- Data related to the motivation of the participant providing justification to request attendance

4) Electronic training request workflow

An electronic workflow is in use (currently SYSLOG). Consequently the corresponding data, both the personal ones and those regarding the course, including attendance, as well as the approval by the line manager result from the electronic workflow.

The data processed is the following:

- Name
- Last name
- Personnel Number
- Nationality
- Category
- Telephone
- Place of Employment
- Languages Spoken
- Place, type and duration of the training requested
- Motivation of the participant providing justification to request attendance

For the external training additionally the following data:

- Price paid for the external training
- Certificate completion of the course (with passing note if applicable)

In case of requesting a reimbursement of cost for an external training: Bank name, account holder, IBAN code, BIC code.

5) Data collected during a training

Pictures, videos and other visual or textual material developed during a training course could be used in the follow-up of such a course in order to develop e-learning modules, guidelines, handbooks etc. \*

*\*The information about the option of filming the training session will be included in the invitation to the training providing information about the purpose of the recording of the session. Data subjects would have the right to the opt-out.*

6/ Evaluation/ feedback data

Evaluation sheets, Training satisfaction surveys with optional personal data including names of data subjects

**4. CONTROLLER OF THE PROCESSING OPERATION**

The Controller determining the purpose and the means of the processing operation is the European External Action Service. The Division responsible for managing the personal data processing operation is EEAS DG.BA.HR.4 Division 'Career and Learning Development' under the supervision of the Head of Division or his/her Deputy acting on his/her behalf.

**5. RECIPIENTS OF THE DATA**

The recipients of personal data may be the following:

1. In case of internal training:

Assigned staff from EEAS DG.BA.HR, line managers and other assigned staff, course organiser / trainers.

2. In case of external training:

Assigned staff in EEAS DG.BA.HR.4 and in HR.6 (time management), the Head of Delegation, the Head of Administration and other assigned staff (e.g. sub-delegated authorising officer).

3. In case of photos, videos or any other visual training material:

Assigned staff from EEAS DG.BA.HR.4; IT developers/designers and EEAS staff participants to the relevant e-learning modules.

A specific Data Protection provision is inserted in service contracts concerning staff training.

DG.BA.HR.4 receives the evaluation of training actions.

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

## **6. PROVISION, ACCESS AND RECTIFICATION OF THE DATA**

Data subjects have the right to access their personal data and the right to correct any inaccurate or incomplete personal data, as well as to request the removal of their personal data, which will be implemented within 10 working days after the request has been deemed legitimate. If the data subject has any queries concerning the processing of his/her personal data, s/he may address them to the data controller at the following functional mailboxes:

- HQ: TRAINING@eeas.europa.eu
- EU Delegations: TRAINING-DELEGATIONS@eeas.europa.eu

EU Delegations may include their FMB in the privacy statement regarding the present processing operation and notification.

## **7. LEGAL BASIS FOR THE PROCESSING OPERATION**

Relevant legal references:

- Article 24(a) of the Staff Regulations on further training and instruction
- Article 45.2 of the Staff Regulations on access to training on a third language
- The common rules on access to training and the modalities of the assessment mentioned in Article 45(2) of the Staff Regulations shall apply by analogy to Contract Agents concerned by Art. 85(3) of the Conditions of Employment of Other Servants of the European Union
- Article 6.12 of the Council Decision of 26 July 2010 establishing the organisation and functioning of the European External Action Service

Further legal reference:

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**

- 1) Paper and electronic training records in Syslog are kept for the duration of the staff member's career according to the Staff Regulations, i.e. for certification purposes (see art. 45.2 SR). Records are disposed of 1 year after the staff member's departure (resignation / contract expiry).
- 2) Training applications and presence lists are justification documents for the payment of the external contractor and therefore kept for the periods determined under the Financial Regulation and in accordance with the Common Retention List Chapters 12.3 Human Resources and 12.6 Financial Management, requesting conservation of files up to ten years.
- 3) Other training related documents including participant lists with contact details are kept for future evaluations or further course invitations for a period of maximum 5 years.
- 4) Documents relating to operations not definitively closed shall be kept for longer than provided for in point above, that is to say, until the end of the year following that in which the operations are closed.
- 5) Evaluation documents on the training action are kept according to the duration of the contract with the service provider, or in case of internal training for a period of maximum 5 years.
- 6) Documents related to training provided for local agents are retained as follows:
  - 6.1) Payment related financial documents are kept for the 10 years (cfr 13.2);
  - 6.2) Other training related supporting documents are kept for 5 years for control, inspection and audit purposes.

When appropriate – in accordance with Article 48(3) of the Rules of Application, personal data contained in supporting documents should be deleted where possible where these data are not necessary for budgetary discharge, control and audit purposes.

## **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).