



# PRIVACY STATEMENT - DATA PROTECTION NOTICE

FOR THE PURPOSE OF  
PROCESSING PERSONAL DATA  
RELATED TO VISITOR ACCESS CONTROL  
IN THE EUROPEAN UNION ADVISORY MISSION IN CENTRAL AFRICAN REPUBLIC  
(EUAM RCA)

## 1. INTRODUCTION

The protection of your privacy including your personal data is of great importance to the European Union and to European Union Advisory Mission in RCA (EUAM RCA). Consequently, all personal data that can identify you either directly or indirectly will be handled legitimately and with the necessary care.

This 'Data Protection Notice and Privacy Statement' describes how EUAM RCA processes your personal data for the purpose for which it has been collected and what rights you have.

When processing personal data, EUAM RCA reflects the provisions of the Charter of Fundamental Rights of the European Union and in particular its Article 8 on the protection of personal data.

Your personal data is collected, processed, and stored by EUAM RCA in accordance with the principles and provisions laid down in the applicable legislation on data protection, including the 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; aligned with the provisions of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation)'; and in accordance with the Civilian Operations Commander's Instruction 12-2018 as well as with EUAM RCA's Standard Operating Procedures (SOP) on the protection of personal data.

## 2. PURPOSE OF THE PROCESSING: Why we process your data?

The main purpose of the data processing activity (visitor access control) is to ensure the protection of the Mission's security interests. Purpose is to deter and prevent unauthorised access and entry to EUAM RCA property and to ensure the Duty of Care, most importantly the safety of personnel and visitors but also including Mission premises, physical assets, information and reputation from harm and damage.

Another reason for processing personal data is to verify the identity and the legitimacy of the visit of non-EUAM RCA Mission member requesting access to EUAM RCA facilities.

Access control provides possibility accurately identify who is in the EUAM RCA building at any given time in case of fire or other emergency situation, and who is/was in the building in case of a need to track the contacts of the person infected by Covid-19 or similar.

In case of disciplinary investigation or criminal investigation the data may be used, if needed.

## 3. DATA PROCESSED: what data we process?

Personal data (category or type of data) of a visitor processed is the following:

- First Name
- Surname
- Identity number or passport number
- Name of the company/organization name if applicable
- Transport details if applicable
- Date and time of entering and exiting the EUAM RCA facility

Personal data of a mission member:

- The name of the EUAM Ukraine mission member hosting a visitor

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

The Controller determining the purpose and the means of the processing activity is the CSDP Mission EUAM RCA. The EUAM RCA section responsible for managing the personal data processing is Security and Duty of Care Department under the supervision of the Head of Mission.

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

EUAM RCA:

- All DSO personnel has access to all information in the EUAM RCA visitor data base
- Mission member acting as host must fill in personal data of a visitor to the visitor data base
- Local Contractor's security personnel has access to requests for access of a visitor and corresponding personal data only in regard with the EUAM RCA facilities they are responsible for. This personnel has access only to the daily record of the ongoing day, not to historical data.
- Relevant officers involved in disciplinary proceedings, in case of a need.

Others:

- EUAM CIS personnel responsible for maintaining-EUAM RCA visitor data base can see all visitor requests and corresponding personal data.
- Relevant CAR, EU or EU Member State authorities involved in a disciplinary or criminal investigation, in case of a need.

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 request for correction of 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 one month after the receipt of your request. If you have any queries concerning the processing of your personal data, you may address them to the functional mailbox: [data.protection@euam-rca.eu](mailto:data.protection@euam-rca.eu)

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

- Council Decision 2019/2110/CFSP, 09 December 2019 with its subsequent amendments and the OPLAN endorsed by Political and Security Committee (PSC).
- Civilian Operations Commander Instruction 12/2018 on the SOP on Personal Data Protection
- EUAM RCA SOP on Data Protection

Personal data is processed for the execution of the Mission's mandate and Head of Missions' duty of care for security.

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

#### Retention of data:

Personal data in the visitor data base is deleted manually. The data collected during the calendar year will be deleted annually at the end of the following calendar year.

Information from the data base may be printed or paper records created due to the non-functionality of the data base: paper documents will be deleted by shredding after the data is filled into the data base.

#### Security of data:

- *Electronic format:* the data will be stored on the EUAM RCA visitor data base, at EUAM RCA IT system, that abide by the pertinent security rules. Personal data will be processed by assigned personnel. Files have authorised access. Measures are provided to prevent non-responsible entities from accessing data. General access to all collected personal data and all related information is only possible to the recipients with a User ID/Password.
- *Physical Files:* no paper files are stored.
- to prevent any unauthorised person from gaining access to computer systems; any unauthorised reading, copying, alteration or removal of storage media; any unauthorised memory inputs; any unauthorised disclosure, alteration, or erasure of stored personal data; unauthorised persons from using data-processing systems by means of data transmission facilities;
- to ensure that authorised users of a data-processing system can access no personal data other than those to which their access right refers; the possibility to check logs; and that personal data being processed on behalf of third parties can be processed only on instruction of the controller; furthermore that, during communication or transport of personal data, the data cannot be read, copied or erased without authorisation.

### **9. MISSION DATA PROTECTION ADVISOR: Any questions to the MDPA**

In case you have questions or concerns related to the protection of your personal data, you can also contact the Mission Data Protection Advisor (Legal Adviser) at the functional mailbox of the Mission ([data.protection@euam-rca.eu](mailto:data.protection@euam-rca.eu))

### **10. RECOURSE**

You have at any time the right of recourse that you may send to the Head of the Mission of EUAM RCA, with the Mission Data Protection Advisor (Legal Adviser) in copy at [data.protection@euam-rca.eu](mailto:data.protection@euam-rca.eu)