

# EEAS PRIVACY STATEMENT - DATA PROTECTION NOTICE

## FOR THE PURPOSE OF PROCESSING PERSONAL DATA RELATED TO EVENTS, MEETINGS, TRAININGS AND SEMINARS ORGANISED BY THE EEAS DATA PROTECTION OFFICER (DPO)

### 1. INTRODUCTION

The protection of your personal data and privacy is of great importance to the European External Action Service (EEAS), including the Delegations of the European Union. You have the right under EU law to be informed when your personal data is processed [collected, used, stored] as well as about the purpose and details of that processing.

When handling personal data, we respect the principles of the Charter of Fundamental Rights of the European Union, and in particular Article 8 on data protection. Your personal data are processed in accordance with Regulation (EU) 2018/1725 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 Regulation (EU) 2016/679, the General Data Protection Regulation. In this privacy statement you find information about how the EEAS and the EU Delegations process your personal data and what rights you have as a data subject.

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

The Data Protection Office of the EEAS provides guidance to ensure the protection of the right to privacy and of personal data within compliance with the provisions of Regulation (EU) 2018/1725 on the protection of personal data by EU institutions, bodies, offices and agencies as well as Decision of the High Representative of the Union for Foreign Affairs and Security Policy on implementing rules relating to the protection of personal data by the EEAS and the application of Regulation (EU) 2018/1725 - ADMIN(2019) 8, taking into account the specific needs of EEAS services. While implementing a wide range of awareness raising activities through events and trainings on data protection, the EEAS DPO regularly organises in-situ and virtual events, , meetings, training and seminars. The purpose of the data processing in this context is to ensure proper organisation, management and follow-up of such awareness-raising activities. The organisation includes the management of contact lists of Data Protection Coordinators in Headquarters, Data Protection Correspondents in Delegations as well as Data Controllers and any interested staff member of the EEAS or other institutions or organisations for invitations, handling of participation requests and feedbacks, the elaboration and distribution of preparatory and follow-up course material to the participants. Your personal data will not be used for automated decision-making, profiling.

Video and Tele-conferencing (VTC):\_Video and Tele-conferencing tools are used in order to organise virtual or hybrid events, meetings, trainings and seminars. The recording function is also applied in order to facilitate remote learning. As main VTC system of the EEAS, the DPO office makes use of the Webex tools available. European Commission SCIC or other conference facilities may be also used.

### 3. DATA PROCESSED: What data do we process?

Personal data will be collected, used and kept only to the extent necessary for the purposes above. Data, including personal data, that may be processed, are the following:

- Data provided for the participation, including the registration/the presence list (kept to minimum) including name, first name, e-mail address, organisational entity and function
- Material shared and contributions during the conference (presentation, handout, etc.)
- Videos/photos

**Please note that due to video-recording of sessions, your presence/intervention will be recorded and the recordings of videos/photos could be shared for training purposes.**

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

The data controller determining the purpose and means of the processing is the European External Action Service (EEAS).

The EEAS Division entrusted with managing the personal data processing

is the following organisational entity:

**EEAS DATA PROTECTION OFFICER – EEAS.SG.LD.DPO**

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

In general, access to your personal data is provided to the EEAS staff responsible for carrying out the present data processing and to its authorised staff according to the “need to know” principle.

The recipients of your data may be:

- Assigned staff of the EEAS Data Protection Office (EEAS.SG.LD.DPO)
- Assigned organising staff of the training Division (EEAS.RM.HR.4)
- Participants of events and trainings
- Technical staff or service providers, if relevant

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

You have the right of access to your personal data and the right to correct any inaccurate or incomplete personal data. The right of rectification can only apply to factual data processed. Under certain conditions, you have the right to ask the deletion of your personal data or restrict their use as well as to object at any time to the processing of your personal data on grounds relating to your particular situation. We will consider your request, take a decision and communicate it to you without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary. For more detailed legal references, you can find information in Articles 14 to 21, 23 and 24 of Regulation (EU) 2018/1725. In specific cases, restrictions under Article 25 of the Regulation may apply. If you have consented to recording a session, you have the right to withdraw your consent to its use by notifying the data controller. In this case, the EEAS will make every effort to remove your contribution from the recording. The withdrawal of your consent will not affect the lawfulness of the processing carried out before you have withdrawn the consent. If you wish to exercise your rights or have questions concerning the processing of your personal data, you may address them to the Data Controller via the functional mailbox:

**EEAS DATA PROTECTION** [data-protection@eeas.europa.eu](mailto:data-protection@eeas.europa.eu)

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

### Lawfulness of the data processing

The lawfulness of the processing activity is based on Article 5 (a) and (b) of Regulation (EU) 2018/1725. Processing is necessary for the performance of a task carried out in the public interest and in the exercise of official authority vested in the Union institution or body and for compliance with a legal obligation to which the controller is subject. Data may also be processed based on consent (Article 5(d) of the aforementioned regulation, e.g. for photos or videos of event participants.

The recording of the sessions is necessary for the purposes as described under Point.2 in particular for training and providing appropriate material for Data Protection Coordinators/Correspondents and other EEAS interested staff. If you, as a participant, contribute or ask a question, your intervention will be also recorded. In case you do not wish your intervention to be on the recording, please refrain or signal your remarks to the organisers by email or verbally after the recorded session.

### Legal references

Article 45 of 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 OJ L 295, 21.11.2018, p. 39–98. Further legal reference: Council Decision of 26 July 2010 establishing the organisation and functioning of the EEAS (2010/427/EU) – OJ L 201, 3/8/2010, p. 30.

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

### Storage period

Our aim is to keep your personal data not longer than necessary for the purposes we collect them. After the event, your data are kept as long as follow-up actions to the event are required. Reports and other material containing personal data are archived according to e-Domec policy.

Personal data is kept as follows:

- 1) Recorded material is kept for a period of maximum 2 years.
- 2) Personal data may be kept for information and historical, statistical or scientific purposes for a longer period of time including the publication on the EEAS Intranet.

### Security of data

The EEAS, and the EU Delegations strive to ensure a high level of security for your personal data. Appropriate organisational and technical measures are ensured according to Article 33 of Reg. (EU) 2018/1725. The personal data collected by the EEAS and EU Delegations are stored on servers that abide by pertinent security rules. Data is processed by assigned staff members. Access to specific files requires authorisation. 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 are stored in a secured manner. In case a service provider is contracted, as a processor, the collected data may be stored electronically by the external contractor, who has to guarantee data protection and confidentiality required by the Reg. (EU) 2018/1725. These measures also provide a high level of assurance for the confidentiality and integrity of the communication between you [your browser] and the EEAS/EU Delegation. Nevertheless, a residual risk always exists for communication over the internet, including email exchange. The EEAS relies on services provided by other EU institutions, primarily the European Commission, to support the security and performance of the EEAS website. Webex security features are described on <https://webex.com>, including the [Privacy Data Sheet](#), a supplement to the [Cisco Online Privacy Statement](#).

Security of the online platform used by SCIC and the EC conference centre is assured by the European Commission, or for other facilities by the service provider, as relevant.

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

If you have enquiries you can also contact the EEAS Data Protection Officer at [data-protection@eeas.europa.eu](mailto:data-protection@eeas.europa.eu).

## 10. RECOURSE

You have, at any time, the right to have recourse to the European Data Protection Supervisor at [edps@edps.europa.eu](mailto:edps@edps.europa.eu).