



EEAS PRIVACY STATEMENT - DATA PROTECTION NOTICE

FOR THE PURPOSE OF
PROCESSING PERSONAL DATA RELATED TO 'EUSpouseIn' JOB PLATFORM FOR SPOUSES AND PARTNERS OF
EXPATRIATE STAFF IN EU DELEGATIONS AND OF DIPLOMATS IN EU MEMBER STATES' MISSIONS

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 [e.g. 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 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 purpose of the EUSpouseIn Job platform and its pilot project in Washington D.C. is to facilitate the employment of spouses and partners of EU Delegations' expatriate staff and of EU Member States (MS) Diplomats.

Description

(1)

Users will introduce a request to use the platform by sending an email to the Head of Administration (HoA) of the EU Delegation (EUDEL)/EU MS Mission who will check the link between the candidate user and the diplomat. The authorisation to use the platform will be implemented centrally at the EEAS Headquarters by RM.01, Coordination Division. The EUDEL and EU MS Embassies can publish vacancies of interest to the spouses and partners on the platform indicating where and how to apply. The candidates will neither apply nor upload their CVs on the job platform.

The users will consult the platform for job vacancies, but the contact with the potential employers will be via other channels (such as email or website of the employer or the Mission/Delegation depending on how they wish the users to apply).

(2)

On the social part of the platform, the users will be able to exchange information about the city or public events happening in the city of interest to spouses or families.

Users will be able to make their email address(es) visible to other users, use a pseudo or a nickname on the platform and make use of a profile picture or upload an avatar that does not show their face. Email addresses, profile pictures (including an avatar) if uploaded by the user will be available only to other users. If the user decides not to use a picture or an avatar, only initials will appear instead of a picture, name or nickname.

Users can be made unidentifiable if they wish and the link between them and the diplomat will only be known to the Mission/HoA who have the need to know.

(3)

A third part of the platform will allow for publication of country post reports to exchange mutually between EUDEL & EU MS embassies and improve their content. The post reports are drafted in a way to be published externally and not solely for internal use.

3. DATA PROCESSED: What data do we process?

The data, including personal data, which may be processed for that purpose are the following:

- Name (the real name has to be known for the administrators)
- Nickname on the platform, does not have to be the real name
- Email addresses (to be provided for access but optional on the platform)
- Profile picture, or an avatar, in case no picture nor (nick)name provided by the user, only initials to be displayed
- Mobile telephone number (optional)
- Information on the professional occupation and work place (optional)
- Name and position of the diplomat
- Member State Mission or Delegation of the diplomat
- Information uploaded to the platform voluntarily (including CV)

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

The data controller determining the purpose and the means of the processing activity is the European External Action Service (EEAS). The Division entrusted with managing the personal data processing under the supervision of the Head of Division is the following entity:

EEAS.RM.01 – Coordination Division

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

The recipients of your data may be

- Assigned staff of the RM01 Coordination Division as administrators of the platform
- Head of Delegation and Head of Administration in EUDEL Washington (and at a later stage other Delegations if the pilot project is a success)
- Heads of Missions and Heads of Administration of the EU MS represented in Washington – only to verify the link between the candidate user and the diplomat.
- Staff of the EEAS IT department responsible for the development and technical supervision of the IT systems
- Staff of the European Commission's IT department responsible for ensuring the functioning of 2-factor-authentication through the EU Login application, through which users access the EUSpouseIn platform
- Contact points from EU MS Missions and EU institutions, who have been registered to the platform as its users with viewers' or contributors' rights.
- Data and contributions made visible to other users are visible to the users of the platform

Personal data is not intended to be transferred to a third country or an international organisation, except where necessary for providing access to recipients as described above. In case of international transfers appropriate safeguards are ensured in accordance with Chapter V of Regulation (EU) 2018/1725. The given information will not be communicated to third parties, except where necessary for the purposes outlined above.

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 your inaccurate or incomplete personal data, taking into account the purpose of the processing. 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. You can withdraw your consent any time. If you wish to withdraw your consent, 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:

RM-01-COORDINATION@eeas.europa.eu

An option to allow for you to close your account will be available on the platform. Upon deletion of the account or when you de-register from the platform, all content you uploaded will be removed from the platform visible by other users.

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

Lawfulness: The processing of the personal data is based on your consent [Article 5(1)(d) of Regulation (EU) 2018/1725]. You can withdraw the consent at any time by deleting your profile from the platform.

Legal reference(s):

- Joint EEAS – EUMS Action Plan for the improvement of the condition of spouses (November 2019) &
- EEAS SG policy paper #NoWomenNoEUDiplomacy Ares(2021)3854350 and Ares(2023)84829; Ares(2023)865992

Further legal reference:

[Council Decision of 26 July 2010 establishing the organisation and functioning of the EEAS \(2010/427/EU\)](#), OJ L201, 3/8/2010, p. 30.

8. TIME LIMIT & DATA SECURITY: for what period and how securely do we process your data?

Storage period: Personal data is kept for 2 years after the end of posting of the EU diplomat or after the termination of the user's relationship with the diplomat.

Regular update of the data is guaranteed by provision of information from the Member State contact points and by the users themselves, nonetheless upon 1 year of inactivity, the profile will be disabled and not visible to other users, but it can be reactivated upon the request of the user.

Rectification or deletion of data can be requested as indicated under point 6; however upon deletion of the account or when you de-register from the platform, all content you uploaded will be removed from the platform but has to be stored by the administrators for further reference in case of incidents. Information may be retained for longer in case of an incident, investigation or legal claim, as long as the claims from the incident or the investigation expire or the court judgment becomes final and is executed.

Security of data: Appropriate organisational and technical measures are ensured according to Article 33 of Reg. (EU) 2018/1725. The collected personal data 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 of personal data are stored in a properly secured manner.

Specific security measures: The platform is hosted on-premise (not on cloud) in the data centre of Directorate General DIGIT of the European Commission or of the EEAS and is protected by an SSO module with double authentication. Regular update of the data is guaranteed by provision of information from the Member State contact points and by the users themselves.

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.

10. RECOURSE

You have, at any time, the right to have recourse to the European Data Protection Supervisor at edps@edps.europa.eu.