

EEAS Personal Data Processing Record

Ref. Article 31 of Regulation (EU) 2018/1725 - Legal obligation for maintaining records

1	Title of the processing activity	EU KNOWLEDGE4PEACE (EUK4P) PORTAL
2	Update of the record (last modification date)	03/01/2024
3	Register reference number	3381
4	Identity and contact details of the Data Controller Joint Controller (if applicable) Data Processor (if applicable)	European External Action Service Rond Point Schuman 9A, 1046 Brussels, Belgium ISP.1 – Integrated Approach: Methodology and Implementation Contact email: EUK4P@eeas.europa.eu
5	Identity and contact details of the Data Protection Officer	EEAS Data Protection Officer (DPO): Emese Savoia-Keleti. SG.AFFGEN.DPO Functional Mailbox of the DPO: DATA-PROTECTION@eeas.europa.eu
6	Purpose of the processing activity	The purpose of the present processing activity is to ensure access to the EU Knowledge4Peace portal (through EU login), to enable personalised login, including adding favorite documents, as well as to remove inactive users and enable the EEAS to identify who is internally responsible for granting the access to the portal.
7	Legal basis and lawfulness	<p>The processing of personal data is necessary for the performance of a task carried out by the European External Action Service in the public interest, in particular for the management and functioning of the EEAS [Article 5(1)(a) of Regulation (EU) 2018/1725] as referred to in Recital 22 thereof. The area of Peace, Security and Defence is within the public mandate of the EEAS. The EUK4Peace portal enables EEAS staff to efficiently store and share regional and thematic documents and related knowledge, as well as to exchange lessons/good practices and inform management about them with the aim of further operationalising the EU's Integrated Approach to External Conflicts and Crises.</p> <p>Legal reference:</p> <p>Council Decision of 26 July 2010 establishing the organisation and functioning of the European External Action Service OJ L 201, 3.8.2010, p. 30.</p> <p>Council Conclusions on the Integrated Approach to External Conflicts and Crises - Council Conclusions (22 January 2018).</p> <p>Conclusions of the Council and of the Representatives of the Governments of the Member States, meeting within the Council, on the establishment of a Civilian CSDP Compact, ST 9588 2023 INIT, 22 May 2023.</p>
8	Categories of individuals whose data is processed - Data subjects	All EEAS staff Relevant staff within European Commission (access by request) Relevant staff in the CSDP Missions and Operations (access by request) Relevant Member state officials (access by request)

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9	Categories of data - Data processed	<p>The data, including personal data, which may be processed for that purpose are the following:</p> <ul style="list-style-type: none"> First name, last name. Email address Detailed affiliation within EU or Member State Role within the EUK4Peace portal Last access to the system
10	Recipients of data – Access to data	<p>The recipients of your data may be assigned staff of</p> <ul style="list-style-type: none"> EEAS Digital Solutions (RM.SCS.5) – System Development Team EEAS entities in the area of Peace, Security and Defence (mainly the Peace, Partnerships and Crisis Management Directorate, the Security and Defence Policy Directorate, Civilian Planning and Conduct Capability, EU Military Staff, Military Planning and Conduct Capability) <p>Personal data is not intended to be transferred to a third country or an international organisation.</p>
11	Transfer to Third Countries or International Organizations (IOs) and suitable safeguards (if applicable)	N/A
12	Time limit for keeping the data - Retention period	<p>User data are stored as long as the user is working in the EEAS. Outside EEAS, the data of users inactive for more than two years are removed. Data are only kept longer, until the expiry of legal claims, if necessary for investigations or if legal proceedings are in progress. When appropriate, documents uploaded into the system will be deleted by the user, if that data is not necessary for audit, inspection or other control purposes .</p>
13	Data Storage	<p>Online platform/IT tool – managed by RM.SCS.5 The database is hosted by the EEAS and all the data is stored there.</p>
14	General description of security measures	<p>Specific security measures: EUK4P Portal is hosted by the EEAS internally, which ensures that security updates are applied on a regular basis. The system also uses encryption of the data stored in the database to enhance security. The TTSO office in EEAS produces Security Vulnerability reports for all EEAS applications on a regular basis, and the domain teams address all of the findings. Only authorised individuals have access to the data. EU LOGIN authentication is required to access the database. Request for access by external users is reviewed and access is granted by the system administrators.</p>

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15	Rights of individuals	<p>Data subjects have the right of access to their 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, data subjects have the right to ask the deletion of their personal data or restrict their use as well as to object at any time to the processing of their personal data on grounds relating to their particular situation.</p> <p>The EEAS will consider the request, take a decision and communicate it to the data subject 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. Data subjects are informed in the Privacy Statement that they can find more information in Articles 14 to 21, 23 and 24 of Regulation (EU) 2018/1725.</p> <p>In specific cases, restrictions under Article 25 of the Regulation may apply. If data subjects have questions concerning the processing of their personal data, they may address them to the Data Controller via the functional mailbox: EUK4P@eeas.europa.eu</p>
16	Information to data subjects	<p>A link to a specific Privacy Statement is available for data subjects on the platform as well as on the EEAS website: https://www.eeas.europa.eu/eeas/privacy-statements-data-protection-notice_en The Privacy Statement or a link to it is also attached to related communication.</p>