

# EEAS PRIVACY STATEMENT - DATA PROTECTION NOTICE

## FOR THE PURPOSE OF PROCESSING PERSONAL DATA RELATED TO ENLIST REGISTRATION SYSTEM FOR EUROPEAN SECURITY AND DEFENCE COLLEGE (ESDC) COURSES BY THE EEAS

### 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 present processing activity is to ensure a secure Internet application for nominating participants to courses of the European Security and Defence College.

The purpose of the present processing operation is to

- to facilitate course registrations for ESDC courses
- to prepare access requests to EU and to other buildings where ESDC courses are take place in order to generate participants' lists and the certificates
- to define the division of working groups and of syndicate sessions in order to create balanced groups based on gender, nationality, background (military, civil, police, diplomat or other)
- to take into account other specificities related to the training activity
- to facilitate an alumni network of former course participants pursuant to Art 4(d) of the Council decision 2013/189/CFSP

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

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

- Name
- Family Name
- Gender
- e-mail adress
- "invited by"
- Nationality
- Rank
- Field of work
- Institution
- Country
- Birth date
- Years of experience
- ID-number
- Security clearance

### 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.  
The organisational entity entrusted with managing the personal data processing is:

#### **European Security and Defence College (ESDC)**

ESDC is a body of the External Action Service of the European Union that provides training and education at EU level in the field of the Common Security and Defence Policy, which is part of the EU's Common Foreign and Security Policy.

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

The recipients of your data may the ESDC Secretariat, course participants and the hosting institutes providing courses. In case no relevant functional mailbox is designated by the Member State, official contact details of ENLIST nominators assigned and provided to the ESDC by the Member States are available on the ESDC homepage for course participants to seek validation from the ENLIST national points of contact (POC). ENLIST Points of Contacts, having provided consent for placing official contact details (name and professional e-mail address) onto the open database of the ESDC website, are responsible for registering selected participants from the member State from various ministries and services for the ESDC courses.

The information in question will not be communicated to third parties, except where necessary for the purposes outlined above (e.g. Specific personal data, such as ID card number etc. from course participants for access to building purposes).

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. 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:

[Secretariat-ESDC@eeas.europa.eu](mailto:Secretariat-ESDC@eeas.europa.eu)

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

### Lawfulness

The processing of your personal data is necessary for the performance of a task carried out by the EEAS in the public interest, in particular for the management and functioning of the EEAS [Article 5(1)(a) of Regulation (EU) 1725/2018] as referred to in Recital 22 thereof.

### Legal reference

- Council decision 2013/189/CFSP of 22 April 2013 establishing a European Security and Defence College (ESDC and repealing Joint Action 2008/550/CFSP)
- 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)

Further 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 FOR DATA STORED & SECURITY MEASURES: For what period and how we process your data?**

### Data storage

Due to the fact that your data forms the basis for the alumni network or you are an appointed ENLIST nominator, it will be stored in the system until the removal of the data is requested.

### 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.

## **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).