

EEAS PRIVACY STATEMENT - DATA PROTECTION NOTICE

FOR THE PURPOSE OF PROCESSING PERSONAL DATA RELATED TO PUBLIC DIPLOMACY INITIATIVES CONTRIBUTING TO THE ESTABLISHED AND MAINTAINED DATABASE BY THE EEAS AND EU DELEGATIONS

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?

Purpose of the processing

The purpose of the present data processing is to allow the EEAS Headquarters and EU Delegations to collect data on individual participants to events, projects and other initiatives in order to tailor future engagement opportunities. Information will be collected among participants of events, visits and other initiatives in order to promote further Public Diplomacy. Data will permit to engage individuals on Public Diplomacy activities and other events organised by the EEAS and other EU Institutions (in particular the European Commission) on the basis of preferences and interests in order to make the engagement opportunity more relevant for the participants.

Description of the processing

Data is collected before, during or after each initiative through a form (online or paper-based). Providing information, including personal data will not be compulsory. The processing evaluates interests in various policy areas the EU is actively working on (e.g. Climate Change, Trade, etc.) and does not assess personal aspects.

3. DATA PROCESSED: What data do we process?

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

- Nationality
- Geographical location: Place of residence (country, city)
- Gender
- Age/age group
- Level of education
- Employment status
- Income status
- Household situation
- Disadvantage (marginalised situation)
- Occupation
- Field of expertise, specialisation
- Main policy interests (topics of interest)
- Preference for type of event (conference, workshop, visit, training, cultural event)
- Preferred channel of engagement (e.g. online/offline)

Replies are optional, not obligatory. Answers can be given to part of the questions and not to all.

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 data controller for each individual event under the supervision of the Director/Head of Division/Head of Delegation is the organising entity [event/meeting organiser] from or on behalf of which you received the invitation.

**SG.STRAT – is the Directorate responsible for Strategic Communication and Foresight
with the contact entity SG.STRAT.1 - Strategic Communications 1 - Division in charge of
Communications Policy & Public Diplomacy**

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

The recipients of your data could be

- Assigned EEAS staff of SG .STRAT
- EU staff working in HQ and Delegations involved in communication and public diplomacy activities, including the directorates, divisions, EU Delegations and other EU bodies as organisers of the event or meeting.

The given information will not be communicated to third parties, except where necessary for the purposes outlined above.

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.

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:

PUBLIC-DIPLOMACY@eeas.europa.eu

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

Lawfulness

"I. The processing of personal data in official contact lists related to public diplomacy is necessary for the performance of a task carried out in the public interest [Article 5(1)(a) of Regulation (EU) 2018/1725], as mandated by the Treaties, in particular by articles 5, 11, 20, 21-40, 42, 43 of the Treaty on European Union (TEU) and 2 (4) and (5), 205, 220-221, 326 – 334 of the Treaty on the Functioning of the European Union (TFEU), specifically **to enable cooperation and exchange of information.** Please see related legal references* below.

II. The processing of personal data with regard to general contact lists serving to distribute EU related information as well as to invite participants to events and take part in surveys managed by the EEAS or EU Delegations is based on your consent [Article 5(1)(d) of Regulation (EU) 2018/1725]. You can agree to the data processing by filling in a consent or registration form or by subscribing to a contact list. You can withdraw consent by contacting the data controller at the functional mailboxes under Point 6.

* Public mandate related legal references: The Union's objectives in its external relations are defined in Article 3(5) of the Lisbon Treaty as follows: In its relations with the wider world, the Union shall uphold and promote its values and interests and contribute to the protection of its citizens. It shall contribute to peace, security, the sustainable development of the Earth, solidarity and mutual respect among peoples, free and fair trade, eradication of poverty and the protection of human rights, in particular the rights of the child, as well as to the strict observance and the development of international law, including respect for the principles of the United Nations Charter.

- Treaty on European Union (Lisbon Treaty), Article 2, Official Journal of the European Union C 83/17, 30 March 2010
- Article 1 (Nature and Scope), 2 (Tasks) and 3 (Cooperation) of the [Council Decision of 26 July 2010](#) establishing the organisation and functioning of the EEAS (2010/427/EU)."

Further references

- EEAS Communication Principles and Priorities 2020-2021
- Reflection Paper - Public Diplomacy in a contested world: Towards a joined-up approach
- Shared Vision, Common Action: [A Stronger Europe - A Global Strategy for the European Union's Foreign and Security Policy \(June 2016\)](#) Chapter 1. A Global Strategy to Promote our Citizens' Interests
- [Joint Communication: Towards an EU strategy for international cultural relations](#)
- Council Conclusions, October 2016 - *"the need of joining up efforts in the field of public diplomacy including strategic communication, inside and outside the EU, to speak with one voice and ultimately promote its core values"*
- COMMUNICATION AND VISIBILITY MANUAL for European Union External Actions 2010
- White Paper on a European Communication Policy (COM(2006)35)
- eEurope Action plan: objective 3b (eGovernment) commits the Commission to ensuring "that citizens have easy access to essential public data as well as promoting on-line interaction between citizens and government"

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

Storage period

Taking into account that data is collected on a voluntary basis, personal data is intended to be kept for a period of up to 10 years depending on the type of interest profile in order to enable engaging individuals on Public Diplomacy activities organised by the EU Headquarters and EU Delegations for a longer period of time on the basis of preferences and interests.

- In order to keep accurate personal data, updating the information is foreseen by regular intervals, while keeping contact with participants. For that reason, your personal data may be kept for the aforementioned period with updates.
- You may be requested at least after 5 years to provide consent in case you wish to keep the data in the EEAS Public Diplomacy database as well as to update of your personal data. In the absence of consent, your personal data is removed.

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.

The collected personal data are stored on EEAS servers, the operations of which abide by the security decisions of the High Representative of the Union for Foreign Affairs and Security Policy and the provisions established by the EEAS Directorate General for Resource Management.

The database collects information through EU Survey, a tool operated by the European Commission. DG DIGIT is considered as a processor given that personal data processed in the context of the surveys or questionnaires could be collected through the means of IT Tool IPM & EU Surveys. This data processing is notified by DG DIGIT to the EC DPO. In case personal data in the context of the surveys or questionnaires are processed by an external company, considered as processor acting under the responsibility of the EEAS, the processor is obliged to sign a contract with data protection clauses.

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.