

# EEAS PRIVACY STATEMENT - DATA PROTECTION NOTICE

FOR THE PURPOSE OF

## PROCESSING PERSONAL DATA RELATED TO EEAS SURVEYS, QUESTIONNAIRES, QUIZZES AND PUBLIC CONSULTATIONS FOR EEAS HEADQUARTERS 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 Union Delegations. 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 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 processing activity is to receive and analyse the views of those concerned by the topics of the survey (including staff opinion survey), questionnaire, quiz, public consultation and to potentially publish the views and/or the analysis on the relevant website.**

The personal data processing activities linked to surveys, questionnaires, quizzes and consultations are beneficial for collecting the views of stakeholders or the public at large in developing new or existing policies and for the implementation of the related programmes managed by the EEAS. Additionally, public consultations contribute to regulatory quality and transparency as well as increases the involvement of stakeholders and the general public in the frame of better regulation.

Your personal data may be also used to give you feedback, to send you your quiz results or for any other specific purpose, for which you provide your consent.

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

Only data necessary for the participation in surveys/questionnaires/quizzes/public consultations will be used.

For the purpose of surveys, questionnaires, quizzes - data may include the following:

Statutory status, gender, age group, number of years of professional experience, place of assignment

For the purpose of surveys - data as part of the results will be used in an aggregated form that will not allow the identification of individuals within a response category of the survey.\*

For the purpose of public consultations - data including personal data may include the following:

Title, First Name, Family Name, Organisation, Department/Service, Organisation's geographic area of activity, Street and number, Country, Postal Code, City, Phone, Fax, E-Mail Address, Data subject's categories they represent, Language, Age Group and Contribution.

**The data are provided on a voluntary basis.** No data field falls under special categories of data defined by the data protection regulation applicable for EU institutions, bodies, offices and agencies [Regulation (EU) 2018/1725].\*\*

\* For certain online surveys, questionnaires and quizzes, an EU Login password shall be applied to access the application.

This EU Login identification is necessary to guarantee for participants to fill in the form only once and thus to avoid distorted results. It is ensured by the Controller and instructed to the IT Division of the EEAS that the access through the EU Login password will not be used to link the person giving his/her answers for the survey / questionnaire / quiz with the given replies. The replies, together with the chosen language used for drafting the reply, are recorded in a secured and protected database hosted by the EEAS/Commission, the operations of which abide by the EEAS/Commission's security decisions and provisions established by the Directorate of Security for this kind of servers and services. Inside the EEAS the database can be accessed using an EU Login account or UserId/Password. Access to the application is via an encrypted connection using the normal https protocol. In case the surveys / questionnaires / quizzes / public consultations is launched by an external company the collected personal data and all information related to the above mentioned consultation is stored on a computer of the external contractor, acting as processor, who has to guarantee the protection of data and confidentiality required by the data protection regulation applicable for EU institutions, bodies, office and agencies.

\*\* The processing of special categories of data, - data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and of data concerning health or sex life -, are prohibited.

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

The Controller determining the purpose and the means of the processing activity is the European External Action Service.

The EEAS organisational entity responsible for managing the personal data processing:

**Secretariat-General (EEAS.SG) and Directorate-General for Resource Management (EEAS.RM)**  
**Delegated contact team: EEAS RM.HR.2 Division 'Selection and Recruitment' for EEAS staff surveys and relevant EEAS entities launching the survey / questionnaire / quiz / public consultation**

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

Assigned staff member(s) of the relevant department / division / directorate responsible for launching the survey / questionnaire / quiz / public consultation. The access to all personal data as well as all information collected in the context of this survey / questionnaire / quiz / public consultation is only granted through ECAS or UserId/Password to a defined population of users, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with Union legislation. These users typically are members of the EEAS department, directorate, division or EU delegation organising the survey / questionnaire / quiz / public consultation.

Contractor assigned staff, if the survey, quiz or consultation is launched by an external company, acting as a data processor. The contracted service provider with its subcontractor(s) will process data on behalf of the EEAS in accordance with Article 29 of Regulation (EU) 2018/1725, only on documented instructions, ensuring appropriate safeguards and security measures. Further information on how providers process personal data, including their privacy policy can be found on their websites.

**Your data will not be used for profiling.** The EEAS will not share personal data with third parties for direct marketing purposes.

For certain processing activities opinions and results of survey / questionnaire / quiz / public consultation may be published in anonymous form on the web and made publicly available. In case some personal data is intended to be published on the web, you will be informed by the instruction notice of the survey / questionnaire / quiz / public consultation. If you do not agree with the publication of your personal data, please opt-out by informing the data sub-controller, i.e. the department organising the survey / questionnaire / quiz / public consultation by using the contact information available on the survey / questionnaire / quiz / public consultation application or the Controller. In case of public consultations, received contributions, i.e. answers to the given questions, together with the identity of the contributor, could be published on the Internet, unless you, as contributor object to publication of the personal data. In this case the contribution may be published in anonymous form. Any objections concerning publication of personal data should be sent by informing the controller contact team – the EEAS entity – organising the survey / questionnaire / quiz / public consultation by using the contact information available on the survey / questionnaire / quiz / public consultation application. Personal data is not intended to be transferred to a Third Country, not to an international organisation. The given information will not be communicated to third parties, except where necessary for the purposes outlined above.

## 6. ACCESS, RECTIFICATION, 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. 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:

**Functional Mailbox of the EEAS entity launching the survey / questionnaire / quiz / public consultation from where you received the invitation to the survey / questionnaire / quiz / survey to participate**

**For EEAS staff surveys: [HUMAN-RESOURCES@eeas.europa.eu](mailto:HUMAN-RESOURCES@eeas.europa.eu)**

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

The personal data processing linked to the management and technical functionality of surveys / questionnaires / quizzes / public consultations and to anonymous statistics is necessary for the performance of a task carried out in the public interest as well as for the management and functioning of the European External Action Service (EEAS) as mandated by the treaties, and more specifically Article 27 of TEU and by Articles 1 and 2 of the Council Decision 2010/427/EU of 26 July 2010 establishing the organisation and functioning of the EEAS [Article 5(1)(a) of Regulation (EU) 2018/1725].

If you consent to provide your e-mail and name for processing by the EEAS/EU Delegations for the purpose of giving you feedback, sending you your quiz results or for any other specific purpose, the processing is lawful under Article 5.1 (d) of Regulation (EU) 2018/1725. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you withdrew your consent.

Legal reference: [Council Decision of 26 July 2010 establishing the organisation and functioning of the EEAS \(2010/427/EU\)](#)

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

Storage of data: Personal data is kept as long as follow-up actions to the surveys / questionnaires / quizzes / public consultations are necessary with regard to the purpose(s) of the processing of personal data as well as for the surveys / questionnaires / quizzes / public consultations and its related management. All personal data will be deleted from databases 1 year after the last action in relation to the surveys / questionnaires / quizzes / public consultations. Nevertheless, especially with regard to public consultations personal data - a list of contact details - could be kept longer for contacting participants in the context of future EEAS activities. You can request the abandon of such an extension, i.e. if you do not agree with this, please contact the sub-controller, the department organising the survey / questionnaire / quizzes / public consultation by using the contact information available on the survey / questionnaire / quizzes / public consultation application or the Controller by explicitly specifying your request. Reports containing personal data will be archived according to appropriate provisions. Personal data stored by the external company in charge of the surveys / questionnaires / quizzes / public consultations should be deleted as mentioned under paragraph 1 above.

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. Files have authorised access. 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?

In case you have queries 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 of recourse to the European Data Protection Supervisor at [edps@edps.europa.eu](mailto:edps@edps.europa.eu).