

EEAS Personal Data Processing Record

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

1	Title of the processing activity	Processing of personal data for the individual applications for the European Regional Consultation Forum on Youth, Peace and Security taking place in Brussels on 25-27/09/2017
2	Update of the record (last modification date)	04/12/2020
3	Register reference number	1901
4	Identity and contact details of the Data Controller Joint Controller (if applicable) Data Processor (if applicable)	<p>Controller</p> <p>European External Action Service (EEAS)</p> <p>Directorate/Division responsible for managing the personal data processing operation:</p> <p>Multilateral Relations Division (GLOBAL 6) Processor: EUSurvey Application developed by the Commission of the European Union (https://ec.europa.eu/eusurvey/home/welcome)</p> <p>Data Protection Officer:</p> <p>Emese Savoia-Keleti, SG.AFFGEN.DPO</p> <p>DATA-PROTECTION@EEAS.EUROPA.EU</p>
5	Identity and contact details of the Data Protection Officer	<p>EEAS Data Protection Officer (DPO):</p> <p>Emese Savoia-Keleti.</p> <p>SG.AFFGEN.DPO</p> <p>Functional Mailbox of the DPO:</p> <p>DATA-PROTECTION@eeas.europa.eu</p>

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Purpose of the processing activity

Purpose(s) of the processing operation:

The purpose of the present data processing is to select participants for the European Regional Consultation Forum on Youth, Peace and Security (to take place in Brussels on 25-27/09/2017)

Description of the processing:

1. Pre selection and short listing of individual applicants from youth organisations promoting peace and security (2-9 August 2017):

a. Pre-selection: Incomplete applications or those not meeting the basic criteria in terms of age, nationality, and country of residence are disqualified.

b. Short listing: Partners will come up with a balanced shortlist of at least 3 times the number of places available, i.e. counting with 40 open places the partners are required to come up with a balanced shortlist of 120 applicants. This shortlist will form the basis of final selection.

2. Final Selection (9-14 August 2017)

a. A panel, composed of all organising partners will select the participants from the short-listed candidates.

b. The selection will be made based on motivation and experience, with the majority coming from youth-led organizations. The organisers will ensure balance in terms of age, gender, geography and diversity among selected participants.

Successful applicants will be notified by email (16-23 August 2017)

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7	Legal basis and lawfulness	<p>Political mandate: In December 2015, the UN Security Council adopted the Resolution 2250 on Youth, Peace and Security. UNSCR 2250 mandates the Secretary-General to carry out a progress study on the youth's positive contribution to peace processes and conflict resolution, in order to recommend effective responses at local, national, regional and international levels, and to present the results of the study to Member States of the United Nations. The study is being undertaken as an independent, evidence-based and participatory research process, and will produce an operational report proposing a forward-looking agenda for the international community. It will provide the evidence of young women's and young men's engagement on peace and security issues and help overturn the negative stereotypes surrounding youth in conflict by highlighting and promoting young people's active and positive contributions to sustaining peace. The regional consultation on Youth, Peace and Security in Europe will represent the last leg in a process of structured consultations with selected young men and women in all regions of the world. On occasion of meeting with young leaders from around the Mediterranean on March the 23rd 2017 HR/VP committed the EEAS to co-organise the "European consultation forum" for the 2250 Progress Study with the United Nations Secretariat and the Anna Lindh Foundation as member of the inter-institutional steering group for the Progress Study. In accordance with its mission it falls to EEAS Multilateral Relations Division (GLOBAL 6) to co-organise the "European consultation forum". The application procedure and the data processing exercise embedded in it are necessary to deliver on the commitment made by the HR/VP. (https://eeas.europa.eu/headquarters/headquarters-homepage/23339/hrvp-mogherini-launches-pioneering-young-med-voices-plus-youth-initiative-dialogue-young_en)</p> <p>Lawfulness of the processing: processing is necessary for the performance of a task carried out in the public interest (Article 5 (1) (a) of REGULATION (EU) 2018/1725)</p> <p>Additional data protection safeguard: the data subject will be asked to give their unambiguous consent for their personal data to be processed at the end of the application form:</p> <p>By submitting this application I consent to my personal data to be processed for the purposes of the application for the European Regional Consultation Forum on Youth, Peace and Security.</p> <p>Further legal reference: 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</p>
8	Categories of individuals whose data is processed - Data subjects	<p>Data is processed from the individuals active, enthusiastic and invested in promoting peace and security across the European Union, the countries of the European Free Trade Association and the Western Balkans to help discuss and orient the role of youth in sustaining peace in their communities and countries. The individuals must be the citizens of the countries of:</p> <ul style="list-style-type: none"> the Member States of the EU the Member States of the EFTA: Iceland, Liechtenstein, Norway, Switzerland the countries of the Western Balkans: the former Yugoslav Republic of Macedonia, Montenegro, Serbia, Albania, Bosnia and Herzegovina and Kosovo* <p>*The designation 'Kosovo' is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.</p>
9	Categories of data - Data processed	<p>Data (category or type of data) processed are the following:</p> <ul style="list-style-type: none"> Name (First name, Last name and where applicable Middle Name) Gender Date of Birth Nationality and Country of residence Contact information (telephone number, e-mail address) Name of affiliated organisation (where applicable) Contact information of affiliated organisation (where applicable)

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10	Recipients of data – Access to data	<ol style="list-style-type: none"> Staff responsible for carrying out the processing of your information (EEAS Multilateral Relations Division (GLOBAL 6)). For the sole purpose of evaluation of applications and facilitating travel and accommodation arrangements, access will be granted to the co-organisers, namely: Anna Lindh Foundation IBF Consulting SA European Youth Forum Search for Common Ground (Brussels Headquarters) United Network of Young Peacebuilder United Nations Secretariat World Vision Brussels and European Union Representation <p>Data will only be disclosed to co-organisers, who have signed a Recipient's Note acknowledging their responsibility to process data in a manner that adheres to personal data protection principles and provisions guaranteeing an adequate level of protection such as the EU data protection legislative framework. Relevant legislation includes the General Data Protection Regulation and Regulation (EU) 2018/1725 with regard to the processing of personal data by Union institutions and bodies.</p> <p>The Data Controller presumes adequate safeguards with respect to the protection of the privacy and fundamental rights and freedoms of individuals. The recipient shall process personal data only in accordance with the provisions of the relevant EU data protection legal acts and in particular the articles on confidentiality and security.</p> <p>The Data Controller (EEAS Multilateral Relations Division) has verified the necessity for the transfer of the data, the competence of the recipient to process the data and that there is no reason to assume that the data subjects' legitimate interests might be prejudiced by the transfer of data to the recipients. The recipient shall process the personal data only for the purposes for which they were transmitted.</p>
11	Transfer to Third Countries or International Organizations (IOs) and suitable safeguards (if applicable)	<p>For the sole purpose of evaluation of applications and facilitating travel and accommodation arrangements, access will be granted to the co-organisers, namely: Anna Lindh Foundation IBF Consulting SA the European Youth Forum Search for Common Ground (Brussels Headquarters) United Network of Young Peacebuilder the United Nations Secretariat World Vision Brussels and European Union Representation</p> <p>Data will only be disclosed to co-organisers, who have signed a Recipient's Note acknowledging their responsibility to process data in a manner that adheres to personal data protection principles and provisions guaranteeing an adequate level of protection such as the EU data protection legislative framework. Relevant legislation includes the General Data Protection Regulation and Regulation (EU) 2018/1725 with regard to the processing of personal data by the Community institutions and bodies.</p> <p>The Data Controller presumes adequate safeguards with respect to the protection of the privacy and fundamental rights and freedoms of individuals. The recipient shall process personal data only in accordance with the provisions of the relevant EU data protection legal acts and in particular the articles on confidentiality and security.</p> <p>The Data Controller (EEAS Multilateral Relations Division) has verified the necessity for the transfer of the data, the competence of the recipient to process the data and that there is no reason to assume that the data subjects' legitimate interests might be prejudiced by the transfer of data to the recipients. The recipient shall process the personal data only for the purposes for which they were transmitted.</p>

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12	Time limit for keeping the data - Retention period	Personal data is kept as long as follow-up actions to the event are necessary with regard to the purpose(s) of the processing of personal data as well as for the event and its related management (3 months after the event, 27 December 2017 at the latest). The EEAS Multilateral Relations Division as controller of the data processing operation will remind data recipients to comply with data protection procedures and delete all data by the agreed date.
13	Data Storage	<p>1. The collected personal data are stored on the servers of the DG DIGIT, the operations of which abide by the Commission's security decisions and provisions established by the Directorate of Human Resources and Security for this kind of servers and services.</p> <p>2. For evaluation purposes there may be temporary physical copies of the data.</p>
14	General description of security measures	<p>EUSurvey (developed by the Commission of the European Union) has the infrastructure needed to secure the online forms.</p> <p>1. The collected personal data are stored on the servers of the DG DIGIT, the operations of which abide by the Commission's security decisions and provisions established by the Directorate of Human Resources and Security for this kind of servers and services.</p> <p>When not in use, temporary physical copies of the collected personal data will be stored in a properly secured and locked storage container.</p> <p>Access to all collected personal data and all related information is only possible to the above described populations with a UserID/ Password.</p> <p>2. Appropriate technical and organisation measures will be taken pursuant to Art 33 of Regulation (EU) 2018/1725 in order: to prevent any unauthorised person from gaining access to computer systems processing personal data; any unauthorised reading, copying, alteration or removal of storage media; any unauthorised memory inputs as well as any unauthorised disclosure, alteration or erasure of stored personal data; unauthorised persons from using data-processing systems by means of data transmission facilities to ensure that authorised users of a data-processing system can access no personal data other than those to which their access right refers; that it will subsequently be possible to check which personal data have been processed, at what times and by whom; and that personal data being processed on behalf of third parties can be processed only in the manner prescribed by the contracting institution or body; furthermore that, during communication of personal data and during transport of storage media, the data cannot be read, copied or erased without authorisation; to record which personal data have been communicated, at what times and to whom; to design the organisational structure within an institution or body in such a way that it will meet the special requirements of data protection.</p>
15	Rights of individuals	Data subjects have the right to access their personal data and the right to correct any inaccurate or incomplete personal data, as well as to request the removal of unlawful personal data, which will be implemented within 10 working days after the request has been deemed legitimate. If the data subject has any queries concerning the processing of his/her personal data, s/he may address them to the data controller at the following functional mailbox: EEAS GLOBAL 6 GLOBAL-6@eeas.europa.eu

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16	Information to data subjects	<p>The application for the European Regional Consultation Forum on Youth, Peace and Security will be publicized on various channels. All channels will point to EUSurvey (an application developed by the Commission of the European Union).</p> <p>1. A dedicated data protection disclaimer will be provided at the end of the application form: The EEAS, and its Multilateral relationsDivision processes personal data pursuant to Regulation (EU) 2018/1725 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The privacy statement on the processing of personal data in the context of the Youth, Peace and Security European Regional Consultation contains information for the data subjects. The privacy statement is available on our internet under Background Documents section of the Application Form and uploaded onto EU Login. Please see the Privacy Statement here .</p> <p>2. The Privacy Statement will be available within the EUSurvey application itself in the compartment dedicated to the application for the European Regional Consultation Forum on Youth, Peace and Security under the Background Documents sub compartment. The Privacy Statement will also be communicated to the applicants during correspondence.</p>
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