

# EEAS Personal Data Processing Record

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

1	Title of the processing activity	Upholding of EU SitRoom Contact Lists
2	Update of the record (last modification date)	03/12/2020
3	Register reference number	307
4	Identity and contact details of the Data Controller Joint Controller (if applicable) Data Processor (if applicable)	<p>Controller: European External Action Service (EEAS) R.P. Schuman 9/A, Brussels 1040, Belgium Delegated controller and contact team: MD.CSDP-CR.SITROOM</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): Emese Savoia-Keleti. SG.AFFGEN.DPO Functional Mailbox of the DPO: DATA-PROTECTION@eeas.europa.eu</p>
6	Purpose of the processing activity	<p><b>Purpose of the Processing Operation</b> The purpose of the upholding of the data such as telephone numbers, conference calls and DO contacts is to make it possible for the EU Situation Room to provide crisis-related information for relevant parties in the form of receiving SMS/e-mail alerts.</p> <p>Further data collection by the EU Situation Room takes place in the specific context of the Arrangements for Crisis Coordination at EU political level (CCA) for alerting and monitoring, spreading and exchanging information and contacting the relevant persons about crises where the CCA and its tools are being used.</p> <p><b>Description of the Processing Operation</b> The EU Situation Room is collecting and maintaining data in a database including both office GSM and private GSM telephone numbers as well as office and private e-mails and DO contacts protected by passwords on various contact lists. Data used for conference calls are also kept for further reference in case of technical problems.</p>
7	Legal basis and lawfulness	Good administrative practices in the framework of the Treaty of Lisbon and of the Council Decision 2010/427/EU of 26 July 2010 establishing the organisation and functioning of the European External Action Service (OJ L 201, 3.8.2010, p. 30)

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8	Categories of individuals whose data is processed - Data subjects	EEAS officials (including SNEs)  COM officials  GCS officials  MS diplomats and officials  Diplomats and officials from acceding countries
9	Categories of data - Data processed	Name, surname Function Title/post held Telephone numbers including both office GSM and private GSM numbers Office and private e-mails DO contacts (password)
10	Recipients of data – Access to data	EU Situation room staff – sharing information with the relevant services of the EEAS (EEAS management and Watchkeepers) as well as GSC. With respect to the CCA everyone entitled to access the CCA webpage will be able to see the list of contact details of central CCA contact persons and of Member States' points of contact at a national level which will be accessible via the webpage. Member States' core users as well as the core users from EU institutions can furthermore access the whole list of users of the webpage and have editing rights for their own core user group. Information on CCA webpage contact persons may be disclosed to the originators of any CCA webpage related request received by the EU SitRoom.
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	The data of a data subject is kept for the period during which the person is entitled to receive SMS/e-mail alerts. It will be erased when the EU Situation Room is informed about the change of status. CCA: The data of a data subject is erased from the applicable list when s/he is replaced by a new contact person occupying CCA relevant positions. Data updates are done as needed on information received or collected and systematically once a year. For being able to trace back information and for backup purposes, the immediately preceding versions of contact lists are kept for another year.
13	Data Storage	Consilium and EEAS Data Services (Outlook)  Password-protected EXCEL files  Password-protected CCA webpage
14	General description of security measures	Data processed in Security Zone 1 area, kept in password protected files, or password protected https webpage.

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15	Rights of individuals	The data subjects may exercise their 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 their personal data upon request to the functional mailbox of the EU Situation Room at <a href="mailto:eusitroom@eeas.europa.eu">eusitroom@eeas.europa.eu</a> . As far as the CCA is concerned, data subjects are requested to contact the EU Situation Room's Crisis Response Section via a channel of their choice.
16	Information to data subjects	<p>A Privacy Statement linked to this record contains all information provided to the Data Subject(s).</p> <p>The aforementioned distinct Privacy Statement is available on the EEAS intranet.</p>