

# EEAS PRIVACY STATEMENT

## for the purpose of the processing operation

### Pre-Recruitment and Annual Medical Examination for Local Agents

<b>1. INTRODUCTION</b>
<p>THE PROTECTION OF YOUR PRIVACY, INCLUDING YOUR PERSONAL DATA, IS OF GREAT IMPORTANCE TO THE EUROPEAN EXTERNAL ACTION SERVICE (EEAS), THEREBY REFLECTING THE PROVISIONS OF THE CHARTER ON FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION, AND IN PARTICULAR ART. 8 THEREOF. THE PRESENT PRIVACY STATEMENT DESCRIBES THE MEASURES TAKEN TO PROTECT YOUR PERSONAL DATA WITH REGARD TO THE ACTION INVOLVING THE PRESENT DATA PROCESSING OPERATION AND WHAT RIGHTS YOU HAVE AS A DATA SUBJECT. YOUR PERSONAL DATA ARE PROCESSED IN ACCORDANCE WITH <u>REGULATION (EC) 45/2001 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</u>, AS IMPLEMENTED IN THE EEAS BY THE <u>DECISION OF THE HIGH REPRESENTATIVE OF THE UNION FOR FOREIGN AFFAIRS AND SECURITY POLICY OF 8 DECEMBER 2011</u>. ALL DATA OF A PERSONAL NATURE - NAMELY DATA WHICH CAN IDENTIFY YOU DIRECTLY OR INDIRECTLY - WHICH YOU PROVIDE TO THE EEAS WILL BE HANDLED WITH THE NECESSARY CARE.</p>
<b>2. PURPOSE OF THE PROCESSING OPERATION</b>
<p>The purpose of the data processing operation is to follow up the pre-recruitment and annual medical examination.</p>
<b>3. DATA PROCESSED</b>
<b>4. CONTROLLER OF THE PROCESSING OPERATION</b>
<p>The controller<sup>(1)</sup> responsible for the processing operation is the European External Action Service. The Directorate/Division in charge of the management of the personal data processing is the Directorate 'Human Resources' (BA.HR) supervised by the Director or his/her Deputy acting on his/her behalf. Furthermore, <b>each Delegation under the supervision of the Head of Delegation will be the co-controller responsible for processing personal data in compliance with the provisions of Regulation (EC) 45/2001.</b></p>
<b>5. RECIPIENTS OF THE DATA</b>
<p><b>In Delegation:</b></p> <ol style="list-style-type: none"> <li>1. Head of the Delegation (HoD), Head of Administration (HoA) and case handler(s) dealing with this in the EU Delegation</li> <li>2. The GPs /medical practitioners consulted by the Delegation</li> </ol> <p>Data subjects have the right to access their personal data and consult the medical practitioner's report with regards to issues related to their health by direct requests to the medical practitioner.</p> <p><b>In HQ:</b> The main recipients of the data would be the person in BA.HR.5 who is in charge of processing this information. The case handler(s) or other dedicated staff member of BA.HR.5 Designated staff members of BA. HR.6 can be consulted on occasional basis.</p>
<b>6. PROVISION, ACCESS AND RECTIFICATION OF THE DATA</b>
<p>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 their personal data, which will be implemented within 10 working days after the request will have 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: LOCAL-AGENTS@eeas.europa.eu Each EU Delegation may include the FMB of the Delegation in the privacy statement regarding this processing operation.</p>
<b>7. LEGAL BASIS FOR THE PROCESSING OPERATION</b>
<ul style="list-style-type: none"> <li>▪ Article 2 of the Framework rules laying down the conditions of employment of local staff of the Commission of the European Communities serving in non-member countries</li> <li>▪ Chapter II of the Rules laying down the Specific Conditions of Employment of local staff (SCE)</li> </ul> <p>This information is available in the EU Delegations' Guide. Further legal reference: Good administrative practices in framework 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 <a href="http://www.eeas.europa.eu/background/docs/eeas_decision_en.pdf">http://www.eeas.europa.eu/background/docs/eeas_decision_en.pdf</a></p>

<sup>(1)</sup> The controller is the organisational entity which determines the purpose and means of the processing of personal data.

**8. TIME LIMIT FOR STORING DATA**

Payment related financial documents are to be kept for the periods determined under the Financial Regulation as justification for the payment (5 + 2 years due to budgetary discharge);  
Other data in supporting documents are to be kept for 5 years for control, inspection and audit purposes.  
When appropriate – in accordance with Article 48(3) of the Rules of Application, personal data contained in supporting documents should be deleted where possible where these data are not necessary for budgetary discharge, control and audit purposes.  
Medical records including diagnosis not to be processed or retained, except for the medical practitioners.

**9. CONTACT**

In case you have questions related to the protection of your personal data, you can also contact the EEAS' Data Protection Office 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).