

# EEAS PRIVACY STATEMENT - DATA PROTECTION NOTICE

## FOR THE PURPOSE OF PROCESSING PERSONAL DATA RELATED TO EEAS ACCESS TO DOCUMENT REQUESTS

### 1. INTRODUCTION

THE PROTECTION OF YOUR PRIVACY INCLUDING YOUR PERSONAL DATA IS OF GREAT IMPORTANCE TO THE EUROPEAN EXTERNAL ACTION SERVICE (EEAS). WHEN PROCESSING PERSONAL DATA WE RESPECT THE PRINCIPLES OF THE CHARTER ON FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION, AND IN PARTICULAR ARTICLE 8 ON DATA PROTECTION.

THIS PRIVACY STATEMENT DESCRIBES HOW THE EEAS PROCESSES YOUR PERSONAL DATA FOR THE PURPOSE IT IS COLLECTED AND WHAT RIGHTS YOU HAVE AS A DATA SUBJECT. YOUR PERSONAL DATA IS PROCESSED IN ACCORDANCE WITH REGULATION (EU) 2018/1725 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL OF 23 OCTOBER 2018 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, AND REPEALING REGULATION (EC) NO 45/2001 AND DECISION NO 1247/2002/EC AS OF 11 DECEMBER 2018, ALIGNED WITH PROVISIONS OF THE GENERAL DATA PROTECTION REGULATION /REG. (EU) 2016/679/.

ALL DATA OF PERSONAL NATURE - DATA THAT CAN IDENTIFY YOU DIRECTLY OR INDIRECTLY - IS HANDLED WITH THE NECESSARY CARE.

### 2. PURPOSE OF DATA PROCESSING: Why do we process your data?

The purpose of the processing operation is to follow up the requests from citizens for access to documents held by the EEAS pursuant to Regulation 1049/2001.

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

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

#### Compulsory data :

- Name and surname of the requestor
- e-mail address
- full postal address

#### Non-compulsory data:

- Occupation (to be chosen in a list of generic sectors)
- Organisation

### 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 representative of the controller, the service – EEAS Directorate / Division / EU Delegation – responsible for managing the personal data processing under the supervision of the Director / Head of Division / Head of Delegation is the following entity:

**EEAS Transparency Team - Division SG.AFFGEN.2**

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

The recipients of your data will be

- Transparency Team
- Assigned staff members of the Division, Directorate or Department in charge of ensuring the follow up of the requests for access to documents
- Assigned staff of the Legal Affairs Division and the Data Protection Office, when relevant
- Assigned staff of the Office of the Director General, if and when replying to confirmatory applications

Personal data is not intended to be transferred to a Third Country.

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 to access your personal data and the right to correct any inaccurate or incomplete personal data, as well as to request the removal of your personal data, if collected unlawfully, which will be implemented within 10 working days after your request has been deemed legitimate. If you have any questions concerning the processing of your personal data, you may address them to the following functional mailbox of the Data Controller.

**[access-to-documents@eeas.europa.eu](mailto:access-to-documents@eeas.europa.eu). Data is collected via the Webform on the EEAS website under Access to Documents: <http://www.europa.eu/public-register/?fuseaction=request.documents>.**

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

- Regulation 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents (OJ L 145, 31.5.2001, p. 43).
- Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 19 July 2011 on the rules regarding access to documents – 2011/C 243/08 (OJ C 243, 20.8.2011, p. 16).
- 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](http://www.eeas.europa.eu/background/docs/eeas_decision_en.pdf)

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

The data will be kept for a maximum period of 5 years, in order to ensure consistency in the treatment of applications and the correct follow-up to confirmatory applications, complaints and court proceedings.

Statistics kept for a longer period will be anonymised.

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).

**WEBFORM EXTRACT**

EEAS website > **Access to Documents:**

<http://www.europa.eu/public-register/?fuseaction=search.documents>

and

<http://www.europa.eu/public-register/?fuseaction=request.documents>



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