

# EEAS PRIVACY STATEMENT

## for the purpose of the processing operation

### 'Access Control System in EU Delegations for EU Delegation Staff and Contractors'

<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 processing operation is to implement an access control system within the EU Delegations premises:</p> <ul style="list-style-type: none"> <li>▪ In case of automated access control- by means of access cards</li> <li>▪ In case of manual access control system - by means of services cards (badges)</li> </ul>
<b>3. DATA PROCESSED</b>
<p>The data processed, including personal data, may contain the following:</p> <ul style="list-style-type: none"> <li>▪ First name and surname</li> <li>▪ Statutory link (F, TA, CA, SNE)</li> <li>▪ Personnel number / Per ID</li> <li>▪ ID picture</li> <li>▪ Fingerprint (if applicable)</li> <li>▪ Date of end of Contract</li> <li>▪ Nationality</li> <li>▪ Grade/Step</li> <li>▪ Management position (if applicable)</li> </ul> <p>In general, a number of EU Delegations do not use all abovementioned data, only the name and the photo as personal data for the purpose of the access control system.</p>
<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 Division 'Field Security' (BA.IBS.2) supervised by the Head of Division or his/her Deputy acting on his/her behalf.</p> <p>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>I. In EU Delegations: Security guards (supervised by the contractor or the Head of Administration), Head of Delegation (HoD), Head of Administration (HoA), Delegation Security Coordinator (DSC), Regional Security Officer (RSO), other assigned staff of the Delegation.</p> <p>II. In HQ: The recipients of the data may be assigned staff of 'Field Security' (BA-IBS-2) in special circumstances related to security issues. Only the selected recipients will be given access rights. The information in question will not be communicated to third parties, except if and where necessary for the purposes of protecting EEAS security interests, in accordance with Regulation (EC) 45/2001.</p>
<b>6. PROVISION, ACCESS AND RECTIFICATION OF THE DATA</b>
<p>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, which will be implemented within 10 working days after your specific request will have been deemed legitimate. If you have any queries concerning the processing of your personal data, you may address them to the data controller at the functional mailbox of Field Security Division (BA.IBS.2): BA-IBS-2@eeas.europa.eu and/or to the functional mailbox of the relevant EU Delegation.</p>

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

## **7. LEGAL BASIS FOR THE PROCESSING OPERATION**

### Legal basis at stake:

- Vienna Convention on Diplomatic Relations and Optional Protocols of 18 April 1961
- Establishment agreements concluded by the EEAS with the third countries
- Decision HR(2013)006 of 19 April 2013

This information is available in the EU Delegation's Guide in the "Access rights at the Delegations" sheet:  
<http://intragate.ec.europa.eu/admcorner/eudelguide/policy.cfm?pid=1463/>

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](http://www.eeas.europa.eu/background/docs/eeas_decision_en.pdf)

## **8. TIME LIMIT FOR STORING DATA**

Surrendered and expired personal badges will be cancelled and destroyed. Access control data collected from the badges will be retained for a maximum period of 5 years, for the purpose of protecting delegations security interests.  
Only badges not containing personal data (i.e. those for visitors) may be re-used.

## **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).