

EEAS PRIVACY STATEMENT – DATA PROTECTION NOTICE

FOR THE PURPOSE OF PROCESSING PERSONAL DATA RELATED TO 'THE USE OF BASIC STAFF PERSONAL DATA FOR PROFESSIONAL PURPOSES'

1. INTRODUCTION

The protection of your personal data and privacy is of great importance to the European External Action Service (EEAS), including the Delegations of the European Union. You have the right under EU law to be informed when your personal data is processed [collected, used, stored] as well as about the purpose and details of that processing.

When handling personal data, we respect the principles of the Charter of Fundamental Rights of the European Union, and in particular Article 8 on data protection. Your personal data are processed in accordance with Regulation (EU) 2018/1725 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, aligned with Regulation (EU) 2016/679, the General Data Protection Regulation. In this privacy statement you find information about how the EEAS and EU Delegations process your personal data and what rights you have as a data subject.

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

The purpose of this processing operation is to inform relevant interlocutors (both within and outside the EEAS) of the service-related data of the staff.

This processing operation concerns the use of the following basic personal data of EEAS staff (both within HQ and EU Delegations) for professional purposes: surname(s) and first name(s), function, professional e-mail address, professional phone number and, without prejudice to necessary security-related limitations, office address.

Professional internal communications

The aforementioned five data can be used by EEAS staff members in their professional internal communications within the EEAS, and other EU institutions. This also includes the maintenance and publication of a directory of EEAS staff (*'Who is Who'*) on the EEAS Intranet as well as publishing lists, including laureates of job jubilee medals and other awards and recognitions.

Professional external communications

With regard to professional communications for external professional purposes – out of the five data three may be used without limitation: surname(s), function, professional phone number. Initial shall stand for first name(s). The office address shall be a generic address for the EEAS (or for the EU Delegation concerned), except if there is a specific need to disclose the precise office location and that there is no security related reason not to do so. To provide additional contact details the use of functional mailboxes (FMB) are encouraged, which does not fall into the category of personal data. This also includes the maintenance and publication of the organisation chart of the EEAS on the EEAS Website and of the Official Directory of the European Union.

Exceptions

- Staff of the Intelligence and Situation Centre is not processed in this framework, except if specifically authorised.

For compelling security reasons linked to their professional functions, and subject to the approval at Head of Division level or above, colleagues could submit a request for their data not to be included in a public directory or in any form of external communication.

3. DATA PROCESSED: What data do we process?

The data concerned for internal professional purposes are the following:

1. Surname(s) and first name(s)
2. Function, down to the level of the desk;
3. Office address;
4. Professional phone numbers;
5. Professional e-mail address.

The data concerned for external professional purposes are the following:

1. Surname(s) and initial(s) of first name(s);
2. Function, down to the level of the desk;
3. Office address*
4. Professional phone numbers;
5. FMB – instead of professional e-mail address.

*The office address shall be a generic address for the EEAS (or for the EU Delegation concerned), except if there is a specific need to disclose the precise office location and that there is no security related reason not to do so.

4. DATA CONTROLLER: Who is entrusted with processing your data?

The data controller determining the purpose and the means of the processing activity is the European External Action Service (EEAS). The EEAS Directorate responsible for managing the personal data processing under the supervision of the Director is the following organisational entity:

EEAS Directorate for Human Resources (EEAS.BA.HR)

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

The recipients of your data are the interlocutors within and outside the EEAS who need the data in the framework of their professional relation with the EEAS.

The general public consulting the EEAS on-line directory can be also considered recipients.

Personal data is not intended to be transferred to a third country or an international organisation. 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 of access to your personal data and the right to correct any inaccurate or incomplete personal data taking into account the purpose of the processing. The right of rectification can only apply to factual data processed. Under certain conditions, you have the right to ask the deletion of your personal data or restrict their use as well as to object at any time to the processing of your personal data on grounds relating to your particular situation. We will consider your request, take a decision and communicate it to you without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary. For more detailed legal references, you can find information in Articles 14 to 21, 23 and 24 of Regulation (EU) 2018/1725. In specific cases, restrictions under Article 25 of the Regulation may apply. If you wish to exercise your rights or have questions concerning the processing of your personal data, you may address them to the Data Controller via the functional mailbox:

EEAS Human Resources (HUMAN-RESOURCES@eeas.europa.eu)

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

Legal basis:

- [Council Decision of 26 July 2010 establishing the organisation and functioning of the EEAS \(2010/427/EU\)](#) – OJ L 201, 3/8/2010, p. 30;
- Staff regulations and their implementing rules;
- If relevant, contractual relation between the EEAS and the member of staff concerned.
- Further legal reference: [Council Decision of 26 July 2010 establishing the organisation and functioning of the EEAS \(2010/427/EU\)](#) – OJ L 201, 3/8/2010, p. 30.

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

The data used by this processing operation originates from other existing databases. The retention periods of the data are those defined by the database concerned.

The data stored on the IT systems of the EEAS will only be retained for the period corresponding to the staff's appointment to the function identified. It will be deleted or modified as relevant immediately after this period has elapsed.

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. Access to specific files requires authorisation. 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?

If you have enquiries you can also contact the EEAS Data Protection Officer at data-protection@eeas.europa.eu.

10. RECOURSE

You have, at any time, the right to have recourse to the European Data Protection Supervisor at edps@edps.europa.eu.