

EEAS PRIVACY STATEMENT - DATA PROTECTION NOTICE

FOR THE PURPOSE OF PROCESSING PERSONAL DATA RELATED TO
CONTACT DETAILS OF EXTERNAL PARTNERS COLLECTED AND MAINTAINED BY EEAS SERVICES,
DIRECTORATES, DIVISIONS AND EU DELEGATIONS INCLUDING MANAGING SPECIFIC NEWSLETTERS

1. INTRODUCTION

The protection of your personal data and privacy is of great importance to the European External Action Service (EEAS) and to 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 enable EEAS divisions, departments and EU Delegations to be able to get in contact and to keep contact with relevant partners and stakeholders related to the operational activity and functioning of the divisions, departments and EU Delegations for the interest of the Service as well as for the purpose of providing targeted information to relevant partners via newsletters and related surveys. The EEAS/EU Delegations may conduct surveys to receive and analyse the views of the recipients about the newsletter and to potentially publish the views and/or the analysis anonymously on the relevant website.

Cooperation and contact keeping as well as information to be provided to the public on EU values and activities are necessary for performing tasks pursuant to the Treaty on the Functioning of the European Union and to the Council Decision establishing the EEAS.

3. DATA PROCESSED: What data do we process?

The types of data, including personal data, concerned are as follows:

- Surname(s) and first name(s)
- Title
- Function
- Responsibility (including thematic portfolio/area)
- Professional (Office) address
- Professional e-mail address, private e-mail address used to subscribe to the newsletter
- Professional phone number including official mobile number
- Private mobile phone numbers in case provided voluntarily
- Professional telefax number
- ID number for visitors' accreditation forms
- Nationality for visitors' accreditation forms
- CV details with limited access
- Your contribution to the surveys about the newsletters: your responses to the question, including demographic data. We conduct anonymous surveys except where collecting the contact data are necessary (like in the case of giving feedback or asking for additional information or giving something in return to your participation).

Data may be communicated on a voluntary basis. Professional details may be collected from publicly available or inter-institutional sources.

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

The data controller determining the purpose and means of the processing is the European External Action Service.

The 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 organisational entity that contacted you or you have been in contact with and maintains/manages the contact list and who manages the newsletter you receive.

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

The recipients of your data may be

- Assigned staff of the particular Service: Directorate/Division/Delegation maintaining the contact list(s), newsletters
- Service providers

Service providers are to process data on documented instructions and on behalf of the EEAS/EU Delegation in accordance with Article 29 of Regulation (EU) 2018/1725. More information on how the provider processes personal data can be found on the website of the contracted organisation, you can contact the data controller for information on the service provider(s).

In the framework of the external relations cooperation and tasks, provision of contacts to third parties, including third countries or international organisations, could be foreseen. Appropriate safeguards are to be ensured in case of the transfer. 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. 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 its use. Special attention is drawn to the consequences of a request for deletion, in which case any means to be able to contact you may be lost.

You have the right to object on grounds relating to your particular situation to the publication of your personal data. We will consider your request, take a decision and communicate it to you. If you wish to exercise these rights, you can send an e-mail with a copy of an identification document (ID card or passport) to confirm your identity. This document should contain an identification number, country of issue, period of validity and your name, address and date of birth. Any other data contained in the copy of the identification document, such as a photo or any personal characteristics, may be blanked out. You find more information in articles 14 to 21, 23 and 24 of Regulation (EU) 2018/1725. If you have any questions, you may contact the Data Controller. (please see Point 4)

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

The processing of personal data related to contact lists maintained and specific EU related topics newsletters managed by the EEAS or EU Delegation is necessary for the performance of a task carried out in the public interest [Article 5(1)(a) of Regulation (EU) 2018/1725], as mandated by the Treaties, in particular by articles 5, 11, 20, 21-40, 42, 43 of the of the Treaty on European Union (TEU) and 2 (4) and (5), 205, 220-221, 326 – 334 of the Treaty on the Functioning of the European Union (TFEU).

The Union's objectives in its external relations are defined in Article 3(5) of the Lisbon Treaty as follows: In its relations with the wider world, the Union shall uphold and promote its values and interests and contribute to the protection of its citizens. It shall contribute to peace, security, the sustainable development of the Earth, solidarity and mutual respect among peoples, free and fair trade, eradication of poverty and the protection of human rights, in particular the rights of the child, as well as to the strict observance and the development of international law, including respect for the principles of the United Nations Charter.

- **Shared Vision, Common Action: A Stronger Europe**
A Global Strategy for the European Union's Foreign and Security Policy (June 2016)
Chapter 1. A Global Strategy to Promote our Citizens' Interests
http://eeas.europa.eu/eueom/news/index_eu.htm
- **Council Conclusions, October 2016**
On that occasion the Council of the European Union stressed *"the need of joining up efforts in the field of public diplomacy including strategic communication, inside and outside the EU, to speak with one voice and ultimately promote its core values"*
- COMMUNICATION AND VISIBILITY MANUAL for European Union External Actions 2010
- European Commission, DG Communication, Action Plan to Improve Communicating Europe, July 2005, p.2. at http://ec.europa.eu/dgs/communication/pdf/communication_com_en.pdf (COM(2005)985)
- Communication from the Commission: The Commission's contribution to the period of reflection and beyond: Plan-D for Democracy, Dialogue and Debate (COM(2005)494)
- White Paper on a European Communication Policy (COM(2006)35)
- eEurope Action plan: objective 3b (eGovernment) commits the Commission to ensuring "that citizens have easy access to essential public data as well as promoting on-line interaction between citizens and government"
- Europa II: Communication "Towards eCommission: Europa 2nd Generation – Advanced web services to citizens, business and other professional users" (C(2001)1753 of 6/7/01)
- Draft Communication from Mrs Ferrero-Waldner to the Commission, *The EU in the World: Towards a Communication Strategy for the European Union's External Policy 2006-9*, C(2006) 329/1, p.1
- The Lisbon Treaty (consolidated version), The Treaty on European Union, Article 2, in *Official Journal of the European Union* C 83/17, 30 March 2010.

Further legal reference:

- Article 1 (Nature and Scope), 2 (Tasks) and 3 (Cooperation) of 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

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

The data will only be retained for the period corresponding to partner's cooperation relationship with the Department/Directorate/Division/Delegation or until the subscription to the newsletter is upheld. It will be deleted or modified as relevant after this period has elapsed.

Data collected **via surveys** are kept as long as the survey is processed. The results are kept in a summarised way. Individual contact data and the link between responses and the contact data are kept as long as necessary for the purpose (see point 2 above) but no longer than one year.

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.

For certain online surveys, questionnaires and quiz, an EU Login password shall be applied to access the application. This EU Login identification is necessary to guarantee for participants to fill in the form only once and thus to avoid distorted results. It is ensured by the Controller and instructed to the IT Division of the EEAS that the access through the EU Login password will not be used to link the person giving his/her answers for the survey / questionnaire / quiz with the given replies. The replies, together with the chosen language used for drafting the reply, are recorded in a secured and protected database hosted by the EEAS/Commission, the operations of which abide by the EEAS/Commission's security decisions and provisions established by the Directorate of Security for this kind of servers and services. Inside the EEAS, the database can be accessed using an EU Login account or UserID/Password. Access to the application is via an encrypted connection using the normal https protocol. In case the surveys / questionnaires / quiz / public consultations is launched by an external company the collected personal data and all information related to the above mentioned consultation is stored on a computer of the external contractor, acting as processor, who has to guarantee the protection of data and confidentiality required by the data protection regulation applicable for EU institutions, bodies, office and agencies.

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.

10. RECOURSE

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