

# EEAS PRIVACY STATEMENT

## for the purpose of the processing operation

### 'EEAS surveys, questionnaires, quiz and public consultations for EEAS Headquarters and EU Delegations'

#### 1. INTRODUCTION

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 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, AS IMPLEMENTED IN THE EEAS BY THE DECISION OF THE HIGH REPRESENTATIVE OF THE UNION FOR FOREIGN AFFAIRS AND SECURITY POLICY OF 8 DECEMBER 2011. 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.

AS ONLINE SERVICES MAY COLLECT AND FURTHER PROCESS PERSONAL DATA, REGULATION (EC) 45/2001, OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL OF 18 DECEMBER 2000 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, IS APPLICABLE.

#### 2. PURPOSE OF THE PROCESSING OPERATION

The purpose of the processing operation is to receive and analyse the views of those concerned by the topics of the **surveys (including staff opinion surveys), questionnaires, quiz, public consultations** and to potentially publish the views and/or the analysis, anonymously in case of surveys, questionnaires and quiz, on the relevant website.

#### 3. DATA PROCESSED

Only data necessary for the participation to the surveys/questionnaires/quiz/public consultations shall be used.

For the purpose of surveys, questionnaires, quiz - data may include the following:

Statutory status, gender, age group, number of years of professional experience, place of assignment

For the purpose of surveys - data as part of the results will be used in an aggregated form that will not allow the identification of individuals within a response category of the survey.\*

For the purpose of public consultations - data including personal data may include the following:

Title, First Name, Family Name, Organisation, Department/Service, Organisation's geographic area of activity, Street and number, Country, Postal Code, City, Phone, Fax, E-Mail Address, Data subject's categories they represent, Language, Age Group and Contribution.

**The data are given by data subjects on a voluntary basis.**

No data field falls under Article 10. of Reg. (EC) 45/2001.\*\*

*\*For certain online surveys, questionnaires and quiz, an ECAS password shall be applied to access the application. This ECAS 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 ECAS 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 ECAS 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 Regulation (EC) 45/2001.*

**\*\* "The processing of special categories of data" - indicating that the processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and of data concerning health or sex life, are prohibited.**

#### 4. **CONTROLLER OF THE PROCESSING OPERATION**

The controller<sup>1</sup> responsible for the processing operation is the European External Action Service. The Directorate in charge of the management of the personal data processing is the Division ' EEAS BA.HR Directorate - Human Resources ' under the supervision of the Director or his/her Deputy acting on his/her behalf. Delegated contact team is EEAS BA.HR.2 Division 'Selection and Recruitment' managed by the Head of Division.

#### 5. **RECIPIENTS OF THE DATA**

The recipients of your data will be:

- Assigned staff member(s) of the relevant department / division / directorate responsible for launching the survey / questionnaire / quiz / public consultation. The access to all personal data as well as all information collected in the context of this survey / questionnaire / quiz / public consultation is only granted through ECAS or UserId/Password to a defined population of users, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with Union legislation. These users typically are members of the EEAS department, directorate, division or EU delegation organising the survey / questionnaire / quiz / public consultation, and their subcontractor, if the consultation is launched by an external company, acting as processor.
- If relevant, a contractor, thus, can receive the contributions. The contractor, acting as processor, is linked to the controller by a legal data protection clause in the contract.

The information in question will not be communicated to third parties, except where necessary for the purpose(s) outlined above.

The EEAS will not share personal data with third parties for direct marketing purposes.

*For certain processing operations opinions and results of survey / questionnaire / quiz / public consultation may be published in anonymous form on the web and made publicly available.*

*In case some personal data is intended to be published on the web, you will be informed by the instruction notice of the survey / questionnaire / quiz / public consultation. If you do not agree with the publication of your personal data, please opt-out by informing the data sub-controller, i.e. the department organising the survey / questionnaire / quiz / public consultation by using the contact information available on the survey / questionnaire / quiz / public consultation application or the Controller.*

*In case of public consultations, received contributions, i.e. answers to the given questions, together with the identity of the contributor, could be published on the Internet, unless you, as contributor object to publication of the personal data. In this case the contribution may be published in anonymous form. Any objections concerning publication of personal data should be sent by informing the data sub-controller – the department organising the survey / questionnaire / quiz / public consultation by using the contact information available on the survey / questionnaire / quiz / public consultation application or the Controller.*

#### 6. **PROVISION, ACCESS AND RECTIFICATION OF THE DATA**

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 5 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 following functional mailbox: [HUMAN-RESOURCES@eeas.europa.eu](mailto:HUMAN-RESOURCES@eeas.europa.eu)

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

The legal basis of the processing operation is:

The processing operations on personal data linked to the launching of **surveys / questionnaires / quiz / public consultations** is necessary for the management and functioning of the EEAS, as mandated by the treaties, and more specifically Article 27 of TEU, and for the accomplishment of its scope and tasks, as foreseen, namely, by Articles 1 and 2 of the Council Decision 2010/427/EU of 26 July 2010 establishing the organisation and functioning of the European External Action Service (OJ L 201, 3.8.2010, p. 30-40) also available on [http://www.eeas.europa.eu/background/docs/eeas\\_decision\\_en.pdf](http://www.eeas.europa.eu/background/docs/eeas_decision_en.pdf)

The personal data processing operations linked to surveys, questionnaires, quiz and consultations are also useful for having the views, as widely as possible, of stakeholders or the public at large in developing new or existing policies and for the implementation of the related-programmes managed by the EEAS.

Additionally, public consultation contributes to regulatory quality and transparency and increases the involvement of stakeholders and the public at large in the frame of better regulation.

The processing operations on personal data in the context of surveys / questionnaires / quiz / public consultations are necessary and lawful under article 5 (a) of Regulation (EC) 45/2001.

Articles 20 "Exemptions and restrictions" and 27 "Prior checking (by the EDPS)" are not applicable.

<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**

Personal data is kept as long as follow-up actions to the **surveys / questionnaires / quiz / public consultations** are necessary with regard to the purpose(s) of the processing of personal data as well as for the **surveys / questionnaires / quiz / public consultations** and its related management.

All personal data will be deleted from databases **1 year** after the last action in relation to the **surveys / questionnaires / quiz / public consultations**. Nevertheless, especially with regard to public consultations personal data - a list of contact details - could be kept longer for contacting participants in the context of future EEAS activities. You can request the abandon of such an extension, i.e. if you do not agree with this, please contact the sub-controller, the department organising the survey / questionnaire / quiz / public consultation by using the contact information available on the survey / questionnaire / quiz / public consultation application or the Controller by explicitly specifying your request.

Reports containing personal data will be archived according to appropriate provisions reflecting also the EEAS' legal framework. Personal data stored by the external company in charge of the **surveys / questionnaires / quiz / public consultations** should be deleted as mentioned under 1st paragraph above.

**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).