

# EEAS PRIVACY STATEMENT

## for the purpose of the processing operation

### 'THE USE OF BASIC STAFF PERSONAL DATA FOR PROFESSIONAL PURPOSES'

#### 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.

#### 2. PURPOSE OF THE PROCESSING OPERATION

The purpose of this processing operation is to inform relevant interlocutors (both within and outside the EEAS) of the contact details 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, such as the 'Who does What' and *External Service Directory* on the EEASzone.

##### 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 a directory of EEAS staff on the EEAS website.

##### Exceptions

- The staff of INTCEN is not concerned by this notification and their personal data may not be 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

The data concerned for internal professional purposes are the following:

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

The data concerned for external professional purposes are the following:

- Surname(s) and initial(s) of first name(s);
- Function, down to the level of the desk;
- Office address\*
- Professional phone numbers;
- 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. CONTROLLER OF THE PROCESSING OPERATION**

The Controller determining the purpose and the means of the processing operation is the European External Action Service. The Directorate responsible for notifying the personal data processing operation is the EEAS Directorate BA.HR Human Resources under the supervision of the Director BA.HR or his/her Deputy acting on his/her behalf.

EEAS Departments, Directorates, Divisions and EU Delegations are co-controllers in charge of the actual data processing.

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

The recipients of your data will be the interlocutors within and outside the EEAS who need the data in the framework of their professional relation with the EEAS as well as the general public consulting the EEAS on-line directory.

The information in question will not be communicated to third parties, except where necessary for the purposes outlined above

#### **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 stored in the database.

Your attention is drawn to the consequences of a request for removal of your personal data, in which case any information to contact you will be lost.

If you have any queries concerning the processing of your personal data, you may address them to the Controller, EEAS BA.HR at the following functional mailbox: EEAS Human Resources ([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 at stake is:

- 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.

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**

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.

Upon a justified request by the data subject sent to the functional mailbox [HUMAN-RESOURCES@eeas.europa.eu](mailto:HUMAN-RESOURCES@eeas.europa.eu), the personal data will be blocked/erased, or the data subject referred to the Controller of the database concerned, within 10 working days.

#### **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).