

# EEAS PRIVACY STATEMENT

## for the purpose of the processing operation

### CONTACT DETAILS OF EXTERNAL PARTNERS COLLECTED AND MAINTAINED BY EEAS DEPARTMENTS, DIRECTORATES, DIVISIONS 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.

#### 2. PURPOSE OF THE PROCESSING OPERATION

The purpose of this processing operation is to enable EEAS divisions, departments and EU Delegations to get in contact with relevant partners related to the operational activity and functioning of the divisions, departments and EU Delegations for the interest of the Service.

#### 3. DATA PROCESSED

Data processed may be the following:

- Surname(s) and first name(s)
- Title
- Function
- Responsibility (including thematic portfolio/area)
- Professional (Office) address
- Professional e-mail address
- Professional phone number including official mobile number
- Private mobile phone numbers (in case provided by the data subject)
- Professional telefax number
- ID number for visitors' accreditation forms
- Nationality for visitors' accreditation forms
- CV details with limited access

All data are communicated on a voluntary basis.

Professional details are collected from publicly available or inter-institutional sources

#### 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 recipient of your data will be the staff of the particular Department/Directorate/Division/Delegation concerned. In the framework of the external relations cooperation and tasks, provision of contacts to third parties could be foreseen.

**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 their personal data, which will be implemented within 5 working days after their request has been deemed legitimate. Any queries concerning the processing of personal data may be addressed to the data co-controller at the relevant functional mailbox of the Department/Directorate/Division/Delegation or at the personal mailbox of the Head of the Department/Directorate/Division/Delegation or his/her deputy.

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

The legal basis of the processing operation at stake is:

- 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](http://www.eeas.europa.eu/background/docs/eeas_decision_en.pdf)
- Financial Regulation (REGULATION (EU, EURATOM) No 966/2012 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:298:0001:0096:EN:PDF>)
- Rules of Application of the Financial Regulation (Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=OJ:L:2012:362:FULL&from=EN>
- Good administrative practices, contacts and cooperation necessary for the EEAS to perform its tasks pursuant to the Treaty on the Functioning of the European Union and the aforementioned Council Decision establishing the EEAS.

**8. TIME LIMIT FOR STORING DATA**

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

**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).