

Data protection may seem to be a theoretical concept, although it is not so abstract. We deal with personal data in our everyday life, when we exchange e-mails with mailing lists, distribute lists of participants of a meeting or an event or when collecting personal data in a database, as a consequence we make personal data accessible. It is crucial to be aware that personal data means any information relating to an identified natural person or someone who can be identified.

The protection of your privacy including your personal data is of great importance to the EEAS. Data protection is a fundamental right in the European Union. It is laid down in Article 8 of the Charter on Fundamental Rights of the EU. The processing of personal data is permitted as long as it is lawful. The EEAS respects these principles for personal data processing set out in the [Data Protection regulation relevant for EU institutions, bodies, offices and agencies \(Regulation \(EU\) 2018/1725\)](#) as well as [Regulation EU 2016/679, the General Data Protection Regulation \(GDPR\)](#) that is applicable since 25 May 2018 for EU Member State public authorities, private sector enterprises and NGOs with an impact on any organisation which processes personal data of individuals who are in the Union.

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What is "personal data"?

Personal data means any information relating to an identified or identifiable natural person called "data subject, (a name for example, or even a login or a phone number for any citizen or staff member).

Who is the "data subject"?

The "data subject" is the person whose personal data is collected, processed and held. You would be that individual when the EEAS processes your personal data for a specific purpose, such as when you participate in an EEAS event.

Who is the "data processor"?

Data controllers may decide not to process personal data on their own but to outsource it to a so-called "data processor", who will do it on behalf of the controller. They have to provide sufficient guarantees in respect of the technical and organisational security measures required and ensuring compliance with those measures. The data processor can be a natural or legal person, public authority, agency or any other body, acting on instruction, and only on instruction, from the controller. The processor should be bound by a contract or legal act (or anyway by a written agreement) for the carrying out of the processing operations of personal data. Data Protection clauses are included in contracts to regulate responsibilities.

Who is the "data controller"?

The "data controller" is the European Union institution or body, the division or any other organisational entity that alone or jointly with others determines the purposes and means of the data processing. When an EEAS service or an EU Delegation is processing your personal data, the EEAS is considered to be the Data Controller.

For each processing, a delegated data controller is identified. That delegated controller service in close cooperation with the Data Protection Officer documents and prepares records on the processing. A data controller is generally the directorate, the division or the Delegation. The controller consults the DPO, [records](#) processes and prepares Privacy Statements that inform individuals, whose data has been processed about the processing and their rights

→ [Privacy Statement](#)

What is a "record"?

A record is the documentation by the data controller of any data processing activity (manual or electronic) in which personal data is involved. Controllers consults the Data Protection Officer. Responsibility lies with the data controller.

Who is the "DPO"?

Each EU institution body, office or agency has a Data Protection Officer (DPO), to ensure the application of the principles of personal data protection in their organisation.

The DPO keeps an inventory of all personal data processing operations of the Service. The Data Protection Officer also provides advice and makes recommendations on rights and obligations and notifies highly sensitive processing operations of personal data to the EDPS and responds to data protection related requests. In critical situations the DPO may investigate matters and incidents on request or on own initiative. Awareness raising is also a key task of the DPO.

What is a "privacy statement"?

Data subjects must be duly informed on the processing of their personal data and on some specific rights they are granted such as access to their data, possible rectification and even blockage and erasure in case of unlawful processing.

Data subjects are in general informed through a so-called "privacy statement", which should be given prior or in parallel to the collection of their personal data.

Who is the "DPC"?

The DPC is the Data Protection Coordinator for HQ and the Data Protection Correspondent for Delegations. The DPC is nominated by the Director, Head of Division or Head of Delegation and assures a coherent implementation of the data protection rules. DPCs provides assists data controllers in their requests for recording processes and preparing Privacy Statements. DPCs are focal points between the actual data controllers and the Data Protection Officer. DPCs handle the inventory of personal data processes in the directorate/division and liaises with the DPO.

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When to be alert?

- Selection and Recruitment, Administrative Management → **Privacy at work**
- Search engines, social networks, advertising → **Privacy online**
- Electronic payment, profiling → **Consumer privacy**
- Aviation security, intelligent transport, GSM → **Privacy at travelling**

EEAS DATA PROTECTION OFFICE

represented by the DPO:

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For **EEAS records** of processing activities, please consult the [eDPO](#), the Records system of the EEAS.

More information on the internet

- [DP Office website on internet site of EEAS](#)
- [Data protection on EUROPA](#)
- [Data Protection –European Commission](#)
- [European Data Protection Supervisor site](#)
- [DP section on intranet for staff](#)