



EEAS PRIVACY STATEMENT

for the purpose of the processing operation

'EEAS Access Control through Magnetic Staff Badges'

1. INTRODUCTION
<p>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 ITS ART. 8. THE PRESENT PRIVACY STATEMENT DESCRIBES WHICH MEASURES ARE TAKEN IN ORDER 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 <u>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</u>, AS IMPLEMENTED IN THE EEAS BY <u>DECISION OF THE HIGH REPRESENTATIVE OF THE UNION FOR FOREIGN AFFAIRS AND SECURITY POLICY OF 8 DECEMBER 2011</u>. 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.</p>
2. PURPOSE OF THE PROCESSING OPERATION
<p>The purpose of the present processing operation is to implement an automated access control system within the EEAS HQ premises, by means of <u>access badges for EEAS staff</u>.</p>
3. DATA PROCESSED
<p>The data which will be processed for that purpose are the following:</p> <ul style="list-style-type: none">▪ First name and surname▪ Statutory link (F, TA, CA, SNE)▪ EEAS Personnel number / Per ID▪ ID picture▪ Fingerprint (if applicable)▪ Date of end of Contract▪ Nationality▪ Grade/step▪ Management position (if applicable)
4. CONTROLLER OF THE PROCESSING OPERATION
<p>The Controller determining the purpose and the means of the processing operation is the European External Action Service. The Division responsible for notifying the personal data processing operation is the HQ Security & EEAS Security Policy Division BA.IBS.3 under the supervision of the Head of Division or the Deputy acting on his/her behalf.</p>
5. RECIPIENTS OF THE DATA
<p>The recipients of your data will be the staff of Division BA.IBS.3 with special access and a restricted number of staff members of the contracted security company, duly supervised by BA.IBS.3 staff. Only the selected recipients will be given access rights. The information in question will not be communicated to third parties, except if and where necessary for the purposes outlined above. Fingerprints will be stored on the relevant badge only.</p>
6. PROVISION, ACCESS AND RECTIFICATION OF THE DATA
<p>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 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: EEAS-SECURITY-ACCREDITATION@eeas.europa.eu.</p>
7. LEGAL BASIS FOR THE PROCESSING OPERATION
<p>The legal basis of the processing operation at stake is:</p> <ul style="list-style-type: none">- Good administrative practices in the framework of the Treaty of Lisbon and 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);- Decision of the High Representative of the European Union for Foreign Affairs and Security Policy 2011/009 of 15 June 2011 on the security rules for the EEAS (OJ C 304, 15.10.2011, p. 7).
8. TIME LIMIT FOR STORING DATA
<p>Your data will be retained for a maximum period of the duration of your contract with EEAS or of your need to access EEAS HQ premises. Data will be removed at the end of this period upon surrendering of your badge. Visitors' data will be stored up to 5 years.</p>
9. CONTACT
<p>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.</p>
10. RECOURSE
<p>You have at any time the right of recourse to the European Data Protection Supervisor at edps@edps.europa.eu.</p>