

EEAS PRIVACY STATEMENT

for the purpose of the processing operation

'Security Measures in EU Delegations' Residences and expatriate staff accommodation on grounds of security and in exceptional circumstances'

<p>1. <u>INTRODUCTION</u></p>
<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 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 <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 THE <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>
<p>2. <u>PURPOSE OF THE PROCESSING OPERATION</u></p>
<p>The purpose of this data processing operation is, on ground of security and in exceptional circumstances, to keep records of the individuals arriving or leaving the Residences or expatriate staff accommodation.</p>
<p>3. <u>DATA PROCESSED</u></p>
<p>Data, including personal data, processed may be the following:</p> <ul style="list-style-type: none"> ▪ Name (Family name, first name) ▪ ID documents ▪ Name of company ▪ entry and exit times
<p>4. <u>CONTROLLER OF THE PROCESSING OPERATION</u></p>
<p>The controller responsible for the processing operation is the European External Action Service. The Directorate/Division in charge of the management of the personal data processing is the Division 'Field Security' (BA.IBS.2) supervised by the Head of Division or his/her Deputy acting on his/her behalf.</p> <p>Furthermore, each Delegation under the supervision of the Head of Delegation will be the co-controller responsible for processing personal data in compliance with the provisions of Regulation (EC) 45/2001.</p>
<p>5. <u>RECIPIENTS OF THE DATA</u></p>
<p><i>The recipients of your data will be at:</i></p> <p>Delegations:</p> <ul style="list-style-type: none"> ▪ Security Guards ▪ Head of Delegation (HoD) ▪ Head of Administration (HoA) ▪ Delegation Security Coordinator (DSC) ▪ Regional Security Officer (RSO) ▪ Occupants from the residences or the accommodations <p>HQ:</p> <ul style="list-style-type: none"> ▪ Assigned staff from Division 'Field Security' ▪ Assigned staff of Division 'Inspection/Ex-post control' - in case of incidents and other exceptional circumstances
<p>6. <u>PROVISION, ACCESS AND RECTIFICATION OF THE DATA</u></p>
<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 10 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: ('Field Security') BA-IBS-2@eeas.europa.eu</p>

7. LEGAL BASIS FOR THE PROCESSING OPERATION

Guidance according to:

- Decision PROC HR(2013) 006 of the High Representative of the Union for Foreign Affairs and Security Policy of 19 April 2013 on the security rules of the European External Action Service
- Note to Heads of Delegations: Protection of personal data: checking of contracts for the surveillance of residences and expatriate staff accommodation. RELEX K.8 GB ARES (2009) 105304 VM 0303/09

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

8. TIME LIMIT FOR STORING DATA

Data will be retained for 3 months.

The entry/exit record kept by the security services will be submitted each month to the Delegation's Head of Administration, who will be responsible for:

- destroying the records every 3 months in the presence of the DSC/HoA, the RSO or the RCO
- filing the related minutes in a secure cabinet in the Delegation's Administration section
- ensuring that no data from the records are electronically recorded

On grounds of security and in exceptional circumstances, to be justified and decided by Headquarters, keeping records of names of visitors arriving and leaving the Residences may be permitted for a limited period of time at the proposal of the Head of Delegation. If Headquarters gives its agreement, an amendment to the contract will be drafted.

Data in logbooks for certain inspection reasons are kept up to a maximum of 5 years.

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.

10. RECOURSE

You have at any time the right of recourse to the European Data Protection Supervisor at edps@edps.europa.eu.