

EEAS PRIVACY STATEMENT - DATA PROTECTION NOTICE

FOR THE PURPOSE OF

PROCESSING PERSONAL DATA RELATED TO 'EEAS SURVEYS, QUESTIONNAIRES, QUIZ AND PUBLIC CONSULTATIONS FOR EEAS HEADQUARTERS 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). WHEN PROCESSING PERSONAL DATA WE RESPECT THE PRINCIPLES OF THE CHARTER ON FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION, AND IN PARTICULAR ARTICLE 8 ON DATA PROTECTION.

THIS PRIVACY STATEMENT DESCRIBES HOW THE EEAS PROCESSES YOUR PERSONAL DATA FOR THE PURPOSE IT IS COLLECTED AND WHAT RIGHTS YOU HAVE AS A DATA SUBJECT. YOUR PERSONAL DATA IS PROCESSED IN ACCORDANCE WITH REGULATION (EU) 2018/1725 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL OF 23 OCTOBER 2018 ON THE PROTECTION OF NATURAL PERSONS WITH REGARD TO THE PROCESSING OF PERSONAL DATA BY THE UNION INSTITUTIONS, BODIES, OFFICES AND AGENCIES AND ON THE FREE MOVEMENT OF SUCH DATA, AND REPEALING REGULATION (EC) NO 45/2001 AND DECISION NO 1247/2002/EC AS OF 11 DECEMBER 2018, ALIGNED WITH PROVISIONS OF THE GENERAL DATA PROTECTION REGULATION /REG. (EU) 2016/679/.

ALL DATA OF PERSONAL NATURE - DATA THAT CAN IDENTIFY YOU DIRECTLY OR INDIRECTLY - IS HANDLED WITH THE NECESSARY CARE.

2. PURPOSE OF DATA PROCESSING: Why do we process your data?

The purpose of the processing operation is to receive and analyse the views of those concerned by the topics of the **surveys (including staff opinion surveys), questionnaires, quiz, public consultations** and to potentially publish the views and/or the analysis, anonymously in case of surveys, questionnaires and quiz, on the relevant website.

3. DATA PROCESSED: What data do we process?

Only data necessary for the participation to the surveys/questionnaires/quiz/public consultations shall be used.

For the purpose of surveys, questionnaires, quiz - data may include the following:

Statutory status, gender, age group, number of years of professional experience, place of assignment

For the purpose of surveys - data as part of the results will be used in an aggregated form that will not allow the identification of individuals within a response category of the survey.*

For the purpose of public consultations - data including personal data may include the following:

Title, First Name, Family Name, Organisation, Department/Service, Organisation's geographic area of activity, Street and number, Country, Postal Code, City, Phone, Fax, E-Mail Address, Data subject's categories they represent, Language, Age Group and Contribution.

The data are given by data subjects on a voluntary basis.

No data field falls under special categories of data defined by the data protection regulation applicable for EU institutions, bodies, offices and agencies.**

**For certain online surveys, questionnaires and quiz, an EU Login password shall be applied to access the application. This EU Login identification is necessary to guarantee for participants to fill in the form only once and thus to avoid distorted results. It is ensured by the Controller and instructed to the IT Division of the EEAS that the access through the EU Login password will not be used to link the person giving his/her answers for the survey / questionnaire / quiz with the given replies. The replies, together with the chosen language used for drafting the reply, are recorded in a secured and protected database hosted by the EEAS/Commission, the operations of which abide by the EEAS/Commission's security decisions and provisions established by the Directorate of Security for this kind of servers and services. Inside the EEAS the database can be accessed using an EU Login account or UserId/Password. Access to the application is via an encrypted connection using the normal https protocol. In case the surveys / questionnaires / quiz / public consultations is launched by an external company the collected personal data and all information related to the above mentioned consultation is stored on a computer of the external contractor, acting as processor, who has to guarantee the protection of data and confidentiality required by the data protection regulation applicable for EU institutions, bodies, office and agencies..*

*** "The processing of special categories of data" - indicating that the processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and of data concerning health or sex life, are prohibited.*

4. DATA CONTROLLER: Who is entrusted with processing your data?

The Controller determining the purpose and the means of the processing activity is the European External Action Service. The representative of the controller, the service – EEAS Directorate / Division / EU Delegation – responsible for managing the personal data processing under the supervision of the Director / Head of Division / Head of Delegation is the following entity:

EEAS BA.HR Directorate - Human Resources

Delegated contact team is EEAS BA.HR.2 Division 'Selection and Recruitment'

5. RECIPIENTS OF THE PERSONAL DATA: Who has access to your data?

The recipients of your data will be:

- Assigned staff member(s) of the relevant department / division / directorate responsible for launching the survey / questionnaire / quiz / public consultation. The access to all personal data as well as all information collected in the context of this survey / questionnaire / quiz / public consultation is only granted through ECAS or UserId/Password to a defined population of users, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with Union legislation. These users typically are members of the EEAS department, directorate, division or EU delegation organising the survey / questionnaire / quiz / public consultation, and their subcontractor, if the consultation is launched by an external company, acting as processor.
- If relevant, a contractor, thus, can receive the contributions. The contractor, acting as processor, is linked to the controller by a legal data protection clause in the contract.

The EEAS will not share personal data with third parties for direct marketing purposes.

For certain processing activities opinions and results of survey / questionnaire / quiz / public consultation may be published in anonymous form on the web and made publicly available. In case some personal data is intended to be published on the web, you will be informed by the instruction notice of the survey / questionnaire / quiz / public consultation. If you do not agree with the publication of your personal data, please opt-out by informing the data sub-controller, i.e. the department organising the survey / questionnaire / quiz / public consultation by using the contact information available on the survey / questionnaire / quiz / public consultation application or the Controller.

In case of public consultations, received contributions, i.e. answers to the given questions, together with the identity of the contributor, could be published on the Internet, unless you, as contributor object to publication of the personal data. In this case the contribution may be published in anonymous form. Any objections concerning publication of personal data should be sent by informing the data sub-controller – the department organising the survey / questionnaire / quiz / public consultation by using the contact information available on the survey / questionnaire / quiz / public consultation application.

Personal data is not intended to be transferred to a Third Country.

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

6. ACCESS, RECTIFICATION, ERASURE OF DATA: What rights do you have?

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, if collected unlawfully, which will be implemented within 10 working days after your request has been deemed legitimate. If you have any questions concerning the processing of your personal data, you may address them to the following functional mailbox of the Data Controller.

EEAS HUMAN RESOURCES <HUMAN-RESOURCES@eeas.europa.eu>

7. LEGAL BASIS: On what grounds we collect your data?

The legal basis of the processing operation is:

The processing operations on personal data linked to the launching of **surveys / questionnaires / quiz / public consultations** is necessary for the management and functioning of the EEAS, as mandated by the treaties, and more specifically Article 27 of TEU, and for the accomplishment of its scope and tasks, as foreseen, namely, by Articles 1 and 2 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. 30-40) also available on https://eeas.europa.eu/sites/eeas/files/eeas_decision_en.pdf

The personal data processing operations linked to surveys, questionnaires, quiz and consultations are also useful for having the views, as widely as possible, of stakeholders or the public at large in developing new or existing policies and for the implementation of the related-programmes managed by the EEAS.

Additionally, public consultation contributes to regulatory quality and transparency and increases the involvement of stakeholders and the public at large in the frame of better regulation.

The processing of personal data in the context of surveys / questionnaires / quiz / public consultations is lawful and necessary for the performance of a task carried out in the public interest on the basis of the Treaties of the European Union or other legal instruments adopted on the basis of the Treaties or in the legitimate exercise of official authority vested in the Union institution. No restrictions apply with regard to exercising your rights.

8. TIME LIMIT - DATA STORING: For what period and how we process your data?

Personal data is kept as long as follow-up actions to the **surveys / questionnaires / quiz / public consultations** are necessary with regard to the purpose(s) of the processing of personal data as well as for the **surveys / questionnaires / quiz / public consultations** and its related management.

All personal data will be deleted from databases **1 year** after the last action in relation to the **surveys / questionnaires / quiz / public consultations**. Nevertheless, especially with regard to public consultations personal data - a list of contact details - could be kept longer for contacting participants in the context of future EEAS activities. You can request the abandon of such an extension, i.e. if you do not agree with this, please contact the sub-controller, the department organising the survey / questionnaire / quiz / public consultation by using the contact information available on the survey / questionnaire / quiz / public consultation application or the Controller by explicitly specifying your request. Reports containing personal data will be archived according to appropriate provisions.

Personal data stored by the external company in charge of the **surveys / questionnaires / quiz / public consultations** should be deleted as mentioned under 1st paragraph above.

Security of data: Appropriate organisational and technical measures are ensured according to Article 33 of Reg. (EU) 2018/1725. The collected personal data are stored on servers that abide by pertinent security rules. Data is processed by assigned staff members. Files have authorised access. Measures are provided to prevent unauthorised entities from access, alteration, deletion, disclosure of data. General access to personal data is only possible to recipients with a UserID/Password. Physical copies of personal data are stored in a properly secured manner.

9. EEAS DATA PROTECTION OFFICER: Any questions to the DPO?

In case you have queries you can also contact the EEAS Data Protection Officer 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.