

EEAS PRIVACY STATEMENT

for the purpose of the processing operation

'Evacuation and Contingency plans in emergency situations in 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 data processing operation is the management and preparation of evacuations plans in EU delegations in order to ensure a proper evacuation and in order to reduce possible risks and threats to expatriate staff and their dependants' relatives.

3. DATA PROCESSED

Data processed may be the following:

- Name
- Nationality
- Date of Birth
- Personnel number
- Place of employment
- Private phone number
- Private Address
- Copy of ID
- Travel documents (e.g.: copy of visa, diplomatic visa, laissez faire, passport etc.)
- Licence plate

4. CONTROLLER OF THE PROCESSING OPERATION

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.

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.

5. RECIPIENTS OF THE DATA

The recipients of your data will be:

EU Delegations: Head of Delegation (HoD), Head of Administration (HoA), Delegation Security Coordinator (DSC), Regional Security Coordinator (RSO), and other dedicated staff from EU Delegations

HQ: dedicated staff from BA.IBS.2.

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

6. PROVISION, ACCESS AND RECTIFICATION OF THE DATA

Data subjects have the right to access their 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 10 working days after the request will have been deemed legitimate. If the data subject has any queries concerning the processing of his/her personal data, s/he may address them to the controller at the functional mailbox of the relevant Delegation and at:
BA-IBS-2@eeas.europa.eu.

7. LEGAL BASIS FOR THE PROCESSING OPERATION

The legal basis of the processing operation at stake is:

- HR Decision on the Security Rules – 19 April 2013 [HR DEC(2013)006]
- EU Staff Regulations
- Vienna Convention on Diplomatic relations (1961)

This information is available in the EU Delegations' Guide.

Further legal reference:

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 is regularly updated and will be retained for the period of the validity of the evacuation or other contingency plan.

Personal data of staff deriving from EEAS Security in Delegations Application (ESDAP) will be retained in principle for a period covering the duration of their assignment to an EU Delegation. However, for the purposes defined for the Application 'ESDAP', a backup of the data could be kept for a maximum period of 5 years.

Data will be deleted at the end of this period.

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.