

# EEAS PRIVACY STATEMENT

## for the purpose of the processing operation

### 'CONTACT DETAILS (INCLUDING PRIVATE TELEPHONE LISTS) OF EEAS STAFF COLLECTED AND MAINTAINED BY EEAS DEPARTMENTS, DIRECTORATES, DIVISIONS 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), 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 processing operation is to enable EEAS Departments, Directorates, Divisions and EU Delegations to contact each other and other relevant staff related to work at any time if needed, in particular in matters of urgency for the interest of the Service.

#### 3. **DATA PROCESSED**

Data processed may be the following:

- Surname(s) and first name(s)
- Title
- Function
- Responsibility (including thematic portfolio/area)
- Professional phone number with extension
- Professional mobile phone number (if relevant – in case the phone is provided by the EEAS)
- Private mobile /or fix/ phone number (if relevant)
- Telefax (in particular in EU Delegations)
- Private address
- E-mail contact, private e-mail

**All data are communicated on a voluntary basis.**

**Professional contact details may also be collected from EEAS/EC general sources.**

These data may include the following type of documents:

- Department/Directorate/Division/Delegation contact lists
- Regional Head of Delegation contact list including personal data from Assistants to the Heads of Delegation
- Internal country team contact lists
- Mission lists
- Department/Directorate/Division/Delegation Organigram
- Heads of Delegation contact list
- CVs
- Lists of distribution of portfolios among the members of HRVP's cabinet (also available on intranet)

#### 4. **CONTROLLER OF THE PROCESSING OPERATION**

The Controller determining the purpose and the means of the processing operation is the European External Action Service. The Directorate responsible for notifying the personal data processing operation is the EEAS Directorate BA.HR Human Resources under the supervision of the Director BA.HR or his/her Deputy acting on his/her behalf.

EEAS Departments, Directorates, Divisions and EU Delegations are co-controllers in charge of the actual data processing.

## **5. RECIPIENTS OF THE DATA**

The recipient of your data will be the staff of the particular Department/Directorate/Division/Delegation concerned. In the framework of the external relations cooperation and tasks, provision of contacts to third parties (including other EU Institutions, bodies and third party organisations) could be foreseen, such as related to fellowship and exchange programs.

## **6. PROVISION, ACCESS AND RECTIFICATION OF THE DATA**

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 their personal data, which will be implemented within 5 working days after their request has been deemed legitimate. Any queries concerning the processing of personal data may be addressed to the data co-controller at the relevant functional mailbox of the Department/Directorate/Division/Delegation or at the personal mailbox of the Head of the Department/Directorate/Division/Delegation or his/her deputy.

*\* In case of staff working for departments involved in rapid reaction or emergency actions, removal of the data from the contact list may impede immediate exchange of communication and information, thus complete removal of personal data shall be discussed and decided together with the head of the relevant department/directorate/division/delegation.*

## **7. LEGAL BASIS FOR THE PROCESSING OPERATION**

The legal basis of the processing operation at stake is:

- Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities
- [PROC HR\(2011\)0013](#) of 22/11/2011 on general implementing provisions giving effect to the Staff Regulations and to the Conditions of Employment of Other Servants
- [PROC EEAS\(2011\)002](#) of 29/11/2011 to extend the application of certain Commission Rules developing the provisions of the Staff Regulations and of the Conditions of Employment of Other Servants, to the EEAS
- Article 1 (Nature and Scope), 2 (Tasks) of 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](http://www.eeas.europa.eu/background/docs/eeas_decision_en.pdf)
- Financial Regulation (REGULATION (EU, EURATOM) No 966/2012 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:298:0001:0096:EN:PDF>)
- Rules of Application of the Financial Regulation (Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=OJ:L:2012:362:FULL&from=ENG> 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](http://www.eeas.europa.eu/background/docs/eeas_decision_en.pdf)
- Good administrative practices, contacts and cooperation necessary for the EEAS to perform its tasks pursuant to the Treaty on the Functioning of the European Union and the aforementioned Council Decision establishing the EEAS.

## **8. TIME LIMIT FOR STORING DATA**

The data will only be retained for the period corresponding to the staff's appointment to the function identified, i.e. until the staff member is part of the Department/Directorate/Division/Delegation.

It shall be deleted 90 working days after this period has elapsed.

Departments are encouraged to remind staff to request or implement deletion of their own data, if appropriate.

## **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](mailto: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](mailto:edps@edps.europa.eu).