

EEAS PRIVACY STATEMENT

for the purpose of the processing operation 'EEAS Security E-learnings BASE and SAFE'

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 the present processing operation is to implement the EEAS security e-learning training courses 'BASE' and 'SAFE'. The EEAS security e-learnings platform contains compulsory security e-learning courses for staff posted in EU Delegations and for staff at Headquarters. The personal information is collected to verify compliance with the instruction to complete the courses.

Personal data, including names, e-mail addresses and assignments of those who enrol for the security e-learning courses BASE and SAFE will be processed and retained in the system.

The system also retains data about the degree of completion of each user.

3. DATA PROCESSED

The data, including personal data which will be processed for that purpose are the following:

- First Name
- Surname
- Email address
- Location at registration (country)
- Organisation at registration
- Status:
 - Official, Contract or Temporary Agent
 - Seconded National Expert
 - Local Agent
 - Junior Professional in Delegation
 - Trainee
 - Family member
 - EU Aid Volunteer
 - Other
- Country to be deployed to (if not yet in post)
- Justification for the validation of an enrolment request by external users

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 Division responsible for managing the personal data processing operation is the 'Field Security' Division (at the time of the Data Protection Notification and the Privacy Statement EEAS.IBS.2) under the supervision of the Head of Division or the Deputy acting on his/her behalf.

5. RECIPIENTS OF THE DATA

The recipients of your data will be:

Assigned staff in EEAS Headquarters

Access to the data contained in the EEAS security e-learnings platform is limited to a small number of staff members at HQ on a strict need-to-know basis. These are designated staff members in the Field Security Division and in the IT Division for technical support. Other staff members can receive data only as extracted reports by one of the afore-mentioned administrators of the application that have access to the database. The recipients of the reports are limited to staff with a security or management function.

In Headquarters: Heads of Divisions and above receive lists of their staff only.

Assigned staff in EU Delegations

Regional Security Officers receive the list of all users that have completed the e-learning courses BASE or SAFE for the purpose of verifying the completion rate in their Delegations. The other Delegations' Security Management Team members (the Head of Delegation, the Delegation Security Coordinator, the Head of Administration and, where applicable, other members) receive the list of their own Delegation staff only.

ICF International in Brussels, managing the EU Aid Volunteers program, receives on request the list of their EU Aid volunteers that completed a course. If a Member States administration uses BASE and SAFE for their staff, on request the list of their staff members that have completed a course will be transmitted to them by the Field Security Division

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

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 has 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: SECURITY-E-LEARNINGS@eeas.europa.eu.

7. LEGAL BASIS FOR THE PROCESSING OPERATION

The legal basis of the processing operation at stake:

- The Decision HR DEC(2013) 006 of the High Representative of the Union for Foreign Affairs and Security Policy of 19 April 2013 on the security rules for the European External Action Service.

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

The data shall be kept in the online platform until the date of termination of the platform. Once the platform's operation has been terminated, any data at a central server level will also be destroyed by the EEAS, after one year.

9. DPO CONTACT

In case you have questions related to the protection of your personal data, you can also contact the EEAS Data Protection Office EEAS DATA PROTECTION <data-protection@eeas.europa.eu>.

10. RECOURSE

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