



PRIVACY STATEMENT

for the processing operation

EDA Identity and Access Management (IAM) system

1. INTRODUCTION

This Privacy Statement describes the measures taken to protect your personal data with regard to the EDA Identity and Access Management (IAM) system and what rights you have as a data subject.

EDA protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data (Article 1.1 of Regulation No 2018/1725).

2. CONTROLLER OF THE PROCESSING OPERATION

EUROPEAN DEFENCE AGENCY
Rue des Drapiers 17-23
B-1050 Brussels
www.eda.europa.eu

3. PURPOSE OF THE PROCESSING

The European Defence Agency (EDA) processes personal data to allow users (both internal and external) to access and use communication & collaboration functionalities of Microsoft 365 when performing Agency tasks, including: communication and collaboration using Microsoft Teams; collaboration on documents using Microsoft SharePoint Online; use of integrated Office 365 functionality within these tools; use of EDA Web Applications.

4. DATA PROCESSED

Data processed are the following:

Categories of data:

1. Identification data is the user's email address (as depicted by the user's organisation).
2. Service generated data contains information related to the usage of online services, which are the user IP address, creation time, site URL and user email address.

5. RECIPIENTS OF THE DATA

The recipients are EDA and Microsoft

- **IT Unit administrators**
Information collected may, where necessary, be transmitted to the bodies in charge of monitoring or inspection tasks in accordance with European Union legislation.
- **Users of shared workspaces**
the name and surname are visible to those people who are in the same workgroup.

No personal data are transmitted to parties outside the scope mentioned herein, and neither Microsoft nor EDA share personal data with any other third party for any other purpose (e.g., direct marketing)

6. PROTECTION AND SAFEGUARDING OF THE DATA
<p>EDA has implemented appropriate technical and organisational measures (firewalls, checkpoints, antivirus) to ensure a level of security appropriate to the risks represented by the processing and the nature of the personal data to be protected. Such measures have been taken in particular to prevent any unauthorised disclosure or access, accidental or unlawful destruction or accidental loss, or alteration and to prevent all others unlawful forms of processing.</p>
7. RIGHT OF ACCESS AND RECTIFICATION OF THE DATA
<p>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 15 working days after the request has been deemed legitimate.</p> <p>If the data subject has any queries concerning the processing of his/her personal data, s/he may address them to the data controller at the following mailbox:</p> <p>dataprotection-IT@eda.europa.eu</p> <p>Justified requests for blocking and erasure are treated within 15 working days after the request has been deemed legitimate.</p>
8. TIME LIMIT FOR STORING DATA
<p>Identification data (i.e., user email address):</p> <ul style="list-style-type: none"> - for as long as the user account is active, and - 90 days after deletion of the guest user account. <p>Service generated data</p> <ul style="list-style-type: none"> - Until the business purposes for which the data was collected or transferred have been fulfilled.
9. LEGAL BASIS FOR THE PROCESSING OPERATION
<p>Article 5.1(a) of Regulation 2018/1725; personal data collected for the purpose of this record are processed based solely on the necessity for the performance of a task carried out in the public interest by EDA, including the processing of personal data that are necessary for the management and functioning of EDA, cf. i.a. Article 2 of Council Decision (CFSP) 2015/1835.</p> <p>Article 31 of Council Decision (CFSP) 2015/1835 of 12 October 2015 defining the statute, seat and operational rules of the European Defence Agency.</p>
10. CONTACT DPO
<p>In case you have any questions or queries concerning data protection at the European Defence Agency, you can also contact the Data Protection Officer at dataprotection@eda.europa.eu.</p>
11. RECOURSE TO EDPS
<p>As a data subject you have the right to have recourse at any time to the European Data Protection Supervisor (http://www.edps.europa.eu) at edps@edps.europa.eu.</p>
12. ADDITIONAL INFORMATION
<p>More information on Data Protection at the European Defence Agency can be obtained on our public website https://www.eda.europa.eu/Aboutus/how-we-work/data-protection.</p>