



## PRIVACY STATEMENT

### for the Incubation Forum for Circular Economy in European Defence (IF CEED)

<b>1. INTRODUCTION</b>
<p>This Privacy Statement describes the measures taken to protect your personal data with regard to processing activities in the context of IF CEED 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).</p>
<b>2. CONTROLLER OF THE PROCESSING OPERATION</b>
<p>EUROPEAN DEFENCE AGENCY Rue des Drapiers 17-23 B-1050 Brussels www.eda.europa.eu</p>
<b>3. PURPOSE OF THE PROCESSING</b>
<p>EDA needs to process personal data in the context of implementation of the Grant Agreement between the European Commission's DG Environment and EDA (ref. 09.029901/2021/851326/SUB/ENV.B.1) concerning EDA's Incubation Forum for Circular Economy in European Defence (IF CEED).</p> <p>EDA collects and compiles lists of Experts/PoCs as required for the implementation of the Grant Agreement, as well to facilitate contacts and exchange of information among the Experts/PoCs.</p> <p>Furthermore, in the context of the general IF CEED Conferences EDA processes personal data necessary for the preparation, delivery and follow-up, creating participant lists and name badges, anonymised statistics and hotel registrations.</p> <p>Additionally, the data are stored to set up an IF CEED database with the objective of building a network of stakeholders in IF CEED.</p>
<b>4. DATA PROCESSED</b>
<p>Data processed are the following: Last name, First name, Email-address, Telephone number; Government delegation or employer; Country; Job Title/Department; Photographs, audio or video recording or livestreaming in the context of a meeting/conference (opt-in required as per separate consent form).</p>
<b>5. RECIPIENTS OF THE DATA</b>
<p>The recipients are EDA and European Commission's staff members in charge for the IF CEED Grant Agreement, as well as members (Experts/PoCs) of corresponding networks/groups/Member States and participants of meetings. Particularly, the internal recipients of the data are Agency's staff members involved in the specific project or event. The personal data will not be communicated to third parties unless necessary for the purpose of processing.</p>
<b>6. PROTECTION AND SAFEGUARDING OF THE DATA</b>
<p>Data are stored in EDA's IT system and the internal IF CEED platform. 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</p>

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.

## **7. RIGHT OF 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 15 working days after the request has been deemed legitimate.

Photographs, audio or video recording or livestreaming in the context of a meeting / conference require your express consent. Your consent given for these activities can be withdrawn at any time by contacting the controller via [circular.economy@eda.europa.eu](mailto:circular.economy@eda.europa.eu).

If you have any queries concerning the processing of your personal data, you may address them to the data controller at the following mailbox: [circular.economy@eda.europa.eu](mailto:circular.economy@eda.europa.eu).

Justified requests for blocking and erasure are treated within 15 working days after the request has been deemed legitimate.

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

For current contact information of Experts/PoCs available during their tenure: contact information of the person that no longer represents the Member State or other entity in the respective group is deleted within 3 months.

Contact details of participants to IF CEED Conferences are stored to set up an IF CEED database aimed at engaging the individuals in future relevant events.

Data other than contact details will be retained for a maximum period of 6 months after the database is no longer necessary for networking in the IF CEED.

Anonymised statistics may be kept beyond the retention period. This is to inform EDA data on participant numbers and analyse the relative success of each of the events.

For files that lead to a follow-up (internal investigations, disciplinary procedure) data will be retained for period of time stipulated by these follow-up procedures.

A final report, containing anonymised data only, may be kept for an unlimited time.

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

Article 5(1)(a), (b) and (d) of Regulation 2018/1725;

Article 31 of Council Decision (CFSP) 2015/1835 of 12 October 2015 defining the statute, seat and operational rules of the European Defence Agency.

## **10. CONTACT DPO**

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](mailto:dataprotection@eda.europa.eu).

## **11. RECOURSE TO EDPS**

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

## **12. ADDITIONAL INFORMATION**

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>.