



PRIVACY STATEMENT
for the processing operation
EDA Postal Mail Management

1. INTRODUCTION

This Privacy Statement describes the measures taken to protect your personal data in the context of the EDA Postal Mail Management 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 purpose of this processing activity is to describe the treatment of personal data used in the context of the EDA system for handling of postal mail at EDA as well as ensuring a clear workflow and the appropriate follow-up of formal correspondence in a systematic manner.

Regarding incoming mail, the relevant personal data are collected in the EDA POSTAL MAIL REGISTER (excel table).

Outgoing mail is registered in EDA Records Centres and then sent via DHL postal services.

4. DATA PROCESSED

Data processed are the following:

- Name
- Address
- Email address (where applicable)
- Reference code (internal reference assigned to each mail after registration)

5. RECIPIENTS OF THE DATA

The recipients of the data are:

- The security guards
- The EDA mail handler
- INFRA team (the mail handler backup)
- EDA Records Management Office
- EDA Assistants
- Others on a need-to-know basis (e.g. DPO, Legal Office, Internal Auditor, supervisory authorities etc.)

6. PROTECTION AND SAFEGUARDING OF THE DATA

Personal data are stored in an excel table within RMO archives. The access is restricted and only the Mail Handler, INFRA and RMO can access, as relevant.

EDA external contractors (e.g. Security guards) are obliged by the respective contract to adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature of the personal data concerned.

7. RIGHT OF 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 15 working days after the request has 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 data controller at the following mailbox: registration@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

Personal data will be stored in RMO archives and will be retained only for the time needed to perform the task for which they were processed, in any case no longer than 2 years.

9. LEGAL BASIS FOR THE PROCESSING OPERATION

Article 5(1)(a) 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.

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.

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>.