

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 EDA Mail Processing 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 in accordance with 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 activity is to describe the process of personal data used in the context of the EDA system for the management of postal mail 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 is registered and collected in the EDA Incoming Mail Register (MS SharePoint based).

Outgoing official mail is registered in EDA Records Center and it is subsequently sent out via commercial courier (DHL Postal Services).

4. DATA PROCESSED

Data processed are the following:

- Reference Code, i.e. EDA internal reference number assigned to each mail;
- Receipt Date;
- Registration Date;
- Certified letter (if applicable);
- Name of Receiver;
- Name of Sender;
- Directorate / Unit;

5. RECIPIENTS OF THE DATA

The recipients of the data are:

- Records Management Office (RMO)
- INFRA team (replaces RMO when applicable)
- Security guards
- Directorate Assistants
- Other EDA functions and competent entities on a need-to-know basis (e.g. Internal Auditor, supervisory authorities etc.)

6. PROTECTION AND SAFEGUARDING OF THE DATA

Personal data is stored electronically in the designated Incoming Mail Register, maintained through the MS SharePoint application. The access is restricted to the Records Management Office and the INFRA team.

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

EDA has implemented appropriate technical and organizational 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 to prevent any unauthorized disclosure or access, accidental or unlawful destruction, accidental loss or alteration, and to prevent all others unlawful forms of processing.

7. RIGHT OF ACCESS AND RECTIFICATION OF THE DATA

Data subjects can exercise the rights awarded to them by the Regulation (EU) 2018/1725. Data subjects have the right to request access to their personal data, the right to rectify any inaccurate or incomplete personal data, the right to request the deletion of their personal data, the right to request restriction of the processing of their personal data and the right to object to the processing.

Data subject requests will be handled within one month of receipt of the request and in accordance with Article 14(3) of the Regulation (EU) 2018/1725.

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: registration@eda.europa.eu.

8. TIME LIMIT FOR STORING DATA

Personal data are stored within RMO archives and will be retained only for the time needed to perform the task for which they were collected or processed, in any case no longer than 1 year.

9. LEGAL BASIS FOR THE PROCESSING OPERATION

The legal basis of processing is Article 5(1)(a). Processing is necessary to perform the tasks carried out by EDA in public interest. More precisely, EDA processes personal data in the context of postal mail management as required to ensure proper handling of postal mail communications taking place within the framework of the tasks carried out by the Agency under Article 5 of the 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>.