

PRIVACY STATEMENT

for the processing operation External Visitors Application

1. INTRODUCTION
<p>This 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.</p> <p>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>
2. CONTROLLER OF THE PROCESSING OPERATION
<p>EUROPEAN DEFENCE AGENCY Rue des Drapiers 17 - 23 1050 Brussels</p>
3. PURPOSE OF THE PROCESSING
<p>External participants' personal data to regular events organized in European Defence Agency premises is store and retained for organisational, security and safety reasons. Reports with participants are regular extracted from the applications. A history of the participations at meeting organized by EDA is maintained.</p>
4. DATA PROCESSED
<p>Data processed are the following:</p> <ul style="list-style-type: none"> - Personal information (full name, birthday, nationality, country of residence, document ID) - Organization (representing country or organisation, function, role, responsibility) - Contact information (email, phone, mobile, fax) - Security (security clearance level, date of clearance required) - Others (car license, car brand/model, car colour) - History of attended meetings (day, room, meeting title)
5. RECIPIENTS OF THE DATA
<ul style="list-style-type: none"> - HR/ Security - EDA Assistants - EDA Staff responsible with meeting organisation.
6. PROTECTION AND SAFEGUARDING OF THE DATA
<p>The controller has implemented appropriate technical and organisational measures to ensure a level of security appropriate to the risks represented by the processing and the nature of the personal data to be protected. Computers are personal, protected by a password.</p>
7. RIGHT OF ACCESS AND RECTIFICATION OF THE DATA
<p>Justified requests are treated within 15 working days after the request will have been deemed legitimate.</p>

8. TIME LIMIT FOR STORING DATA
Your data are automatically erased from the visitor application after a period of 6 months following the last visit.
9. LEGAL BASIS FOR THE PROCESSING OPERATION
Article 5(a) 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 .