

PRIVACY STATEMENT

for the processing operation related to financial management and budgeting

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| <p>1. INTRODUCTION</p> |
| <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. 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> |
| <p>2. CONTROLLER OF THE PROCESSING OPERATION</p> |
| <p>European Defence Agency Rue des Drapiers 17-23 B-1050 Brussels www.eda.europa.eu</p> |
| <p>3. PURPOSE OF THE PROCESSING</p> |
| <p>EDA personal data, including salary and pension rights data are, in principle, processed in ABAC. However, the financial management system AX 2012 and excel files that are necessary for financial operations and budgeting, including payments/reimbursements to third parties are still in use for the time being.</p> |
| <p>4. DATA PROCESSED</p> |
| <p>Data processed are the following:</p> <ul style="list-style-type: none"> -full name; -address/contact information; -date of birth; - marital status - family members (spouse/partner, children + date of birth) -salary level; -allowances; - actuarial value of pension rights - nationality -missions; -bank information (bank account number, bank) |
| <p>5. RECIPIENTS OF THE DATA</p> |
| <p>EDA staff members (Finance Unit, HR Unit, Director CSD, Chief Executive, Deputy Chief Executive, EDA's Legal Office) PMO and auditors.</p> |
| <p>6. PROTECTION AND SAFEGUARDING OF THE DATA</p> |

EDA has implemented appropriate technical and organisational measures, such as restricting data to limited number of users, reminding staff handling the data to anonymise where/as soon as possible 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.

7. RIGHT OF ACCESS AND RECTIFICATION OF THE DATA

Throughout the employment of staff, blocking of data and erasure is not possible in order to allow system functionality (incl. ability to execute payments).

Data subjects have the right to access their personal data and the right to correct any inaccurate or incomplete personal data. Requests for access and/or correction 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 controllers at the following mailbox: finance@eda.europa.eu or hradmin@eda.europa.eu.

8. TIME LIMIT FOR STORING DATA

Data necessary for audit purposes are kept 5 years from the date on which a discharge for a given year was granted. Data kept for statistical purposes are anonymized.

9. LEGAL BASIS FOR THE PROCESSING OPERATION

The legal bases for the data processing are:

- Article 5(a) of Regulation (EC) 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>.