

PRIVACY STATEMENT

for the processing operation related to Termination of Employment with EDA

1. INTRODUCTION

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).

2. CONTROLLER OF THE PROCESSING OPERATION

European Defence Agency
Cooperation Planning & Support Directorate
Cooperation Planning Unit
Rue des Drapiers 17-23
B-1050 Brussels
www.eda.europa.eu

3. PURPOSE OF THE PROCESSING

Data is processed to meet the rights and duties of EDA staff pursuant to the Staff Regulations and SNE Rules in the context of the termination of their employment at EDA.

4. DATA PROCESSED

Application of the data subject before his/her departure – a person ending his/her employment with EDA; Temporary Agent, Contract Agent and SNE and who shall provide a completed, signed and documented Departure Checklist.

The relevant Departure Checklist shall provide the following information and any related further information:

o Information on the leaving staff member/data subject's :

- Identification data regarding the leaving staff member/data subject, notably : name, personnel number, type of contract, date end of contract, reason for leaving EDA: end of contract or resignation;

o Information requested by EDA HR unit from the leaving staff member/data subject's to be returned to the HR unit :

- Handover checklist;
- severance/pension forms;
- unemployment forms;
- signed Confidentiality, Agreement/staff exit declaration;
- signed application form for authorisation to engage in an occupational activity after leaving the EDA;

- special ID card;
- business cards;
- leave balance;
- new contact details after departure;
- removal request form (back to place of recruitment/origin);
- resettlement allowance form;
- travel expenses on termination of service form.

o Information requested by EDA Corporate Services Directorate:

- Finance Unit: returned credit card and pending missions;
- IT Unit: returned material (Sec ID, USB, GSM, Laptop);
- Security Unit: returned EDA security badge;
- Infrastructure Unit: returned signed asset management form.

5. RECIPIENTS OF THE DATA

The Chief Executive, the Deputy Chief Executive, the Corporate Services Director, the Head of Human Resources Unit;

- The Human Resources Unit: as referred to in the end-of-employment Checklist;
- Heads of Unit referred to in the end-of-employment Checklist: IT unit, Finance unit, Infrastructure and Security unit.
- The Head of Unit of the exiting staff member and the Director under whom the Unit resorts;
- The EDA Internal Auditor;
- Institutions or bodies having a legitimate purpose of audit, of the exercise of supervisory tasks or in charge of judicial proceedings: the College of Auditors, the EU Ombudsman, OLAF, the EU Courts and any competent National Court.

6. PROTECTION AND SAFEGUARDING OF THE DATA

Having regard to the state of the art and the cost of their implementation, the controller has implemented appropriate technical and organizational 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 (restricted access, logs, others). Such measures have been taken in particular to prevent any unauthorized 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

As a data subject 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 5 working days after the request has been deemed legitimate. If you have any queries concerning the processing of your personal data, you may address them to the data controller at the following mailbox: hadmin@eda.europa.eu

8. TIME LIMIT FOR STORING DATA

The retention policy with regard to the EDA Personal file applies: as part of the EDA Personal file, documents are kept for 5 years after the termination of employment at EDA, subject to settlement of pending rights such as pension payments, unemployment.

9. LEGAL BASIS FOR THE PROCESSING OPERATION

The legal bases for the data processing are:

- Article 5(b) 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>.