

**PRIVACY STATEMENT  
for the  
management of Facility Security Clearances (FSC)**

<b>1. INTRODUCTION</b>
<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 2018/1725).</p>
<b>2. CONTROLLER OF THE PROCESSING OPERATION</b>
<p>EUROPEAN DEFENCE AGENCY Rue des Drapiers 17-23 B-1050 Brussels www.eda.europa.eu</p>
<b>3. PURPOSE OF THE PROCESSING</b>
<p>Personal data are processed by EDA in the context of concluding classified contracts. Contractors who are required to access, handle or store EU classified information (EUCI) within their facilities, either during the pre-contractual stage or during the performance of the classified contract itself, must hold a valid Facility Security Clearance (FSC) at the required level, and, as requested by national rules, the appropriate Personnel Security Clearance (PSC) for the personnel concerned.</p> <p>As defined in the EDA Security Instructions (CE Dec. 18/24), an FSC is an administrative determination by a National Security Authority (NSA) or Designated Security Authority (DSA) that, from the security viewpoint, a facility can afford an adequate level of protection to EUCI of a specified security classification level.</p>
<b>4. DATA PROCESSED</b>
<p>In order to obtain confirmation of the FSC, the Security Unit processes the personal data of the Facility Security Officers (FSO) and of the personnel concerned of potential contractors/subcontractors:</p> <ul style="list-style-type: none"> <li>- Surname, First name(s),</li> <li>- Date of Birth, Place of Birth, Nationalit(y)(ies),</li> <li>- Phone number</li> <li>- Email address,</li> <li>- Type and level of clearance, issuing national authority of the clearance, validity date;</li> </ul> <p>No personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and of data concerning health or sex life, are processed by EDA.</p>
<b>5. RECIPIENTS OF THE DATA</b>
<p>Internal recipients: Procurement and Contracting Unit (PCU) and Security Unit</p> <ul style="list-style-type: none"> <li>- PCU receives a filled-in form (Security Information Sheet - related to the security clearance status) of the potential contractor/subcontractor of EDA in the context of a classified project and transfers it to the Security Unit.</li> </ul>

- Based on the information provided in the Security Information Sheet, the Security Unit submits a request (Facility Security Clearance Information Sheet - FSCIS) to the NSA of the contractor's location. The Security Unit acts as an intermediary between the NSA and the contractor, hence transferring information to and from them.

External recipients: NSA / DSA in charge of a specific FSC request.

## **6. PROTECTION AND SAFEGUARDING OF THE DATA**

The Electronic Facility Security Clearance Information Sheets and Security Information Sheets are stored in the EDA IT Server and/or in the locked safes of the Security Office (if printed).

The controller has implemented appropriate technical and organisational measures to ensure a high 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 destruction or loss. Data are processed in specific administrative areas both in the Security and Contracting units, the access to which is very limited and only made possible with prior authorisation on a need-to-know basis.

## **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 you have any queries concerning the processing of your personal data, you may address them to the data controller at the mailbox: [security@eda.europa.eu](mailto:security@eda.europa.eu)

## **8. TIME LIMIT FOR STORING DATA**

The SIS (Security Information Sheet) and the FSCIS (Facility Security Clearance Information Sheet) containing personal data of the security officers appointed for the purpose of the classified contract are kept in the SEC unit's records for the entire duration of the contract and maximum 1 year after the termination of the contract.

## **9. LEGAL BASIS FOR THE PROCESSING OPERATION**

EDA processes your personal data as per Article 5(1) of Regulation (EU) 2018/1725: since (a) processing is necessary for the performance of a task carried out in the public interest and (b) processing is necessary for compliance with a legal obligation to which the EDA is subject.

The following Union acts are the basis for processing your personal data in this context:

- Article 31 of Council Decision (CFSP) 2015/1835 of 12 October 2015 defining the statute, seat and operational rules of the European Defence Agency;
- CE Decision 18/24 adopting the EDA security instructions;
- Article 11 and Annex V of the Council Decision 2013/488/EU of 23 September 2013 on the security rules for protecting EU classified information.

## **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](mailto: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](mailto: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>.