



## PRIVACY STATEMENT

### for the management of Personnel Security Clearances (PSC)

#### 1. INTRODUCTION

This Privacy Statement describes the measures taken to protect your personal data with regards 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  
Rue des Drapiers 17-23  
B-1050 Brussels  
[www.eda.europa.eu](http://www.eda.europa.eu)

#### 3. PURPOSE OF THE PROCESSING

Personal data are processed by EDA in the context of requests for obtaining a Personnel Security Clearance (PSC) for EDA staff and other persons working for EDA in order to allow them to access EU classified information (EUCI).

While working within EDA, the employee may need to access EU classified information (EUCI); therefore, EDA requires that its employee holds, or is in a position to obtain a Personnel Security Clearance (PSC).

A Personnel Security Clearance Certificate (PSCC) is a certificate issued by the national competent authority (NSA of the employee) attesting that a person is security cleared and indicating the level of EUCI to which that person may have access (CONFIDENTIEL EU/EU CONFIDENTIAL; SECRET UE/EU SECRET).

#### 4. DATA PROCESSED

In order to carry out this processing operation, the Security Unit processes the following categories of personal data:

- Surname, First name(s),
- Date of Birth, Place of Birth, Nationalit(y)(ies),
- EDA Unit where the applicant is working
- Passport or ID card number, issuing national entity of Passport or ID card, date of issue of passport or ID card,
- Email address,
- Type and level of clearance, issuing national authority of the clearance, validity date;

We do not store your national security questionnaires. We transfer them to the relevant National Security Authority of your Member State. Each national security questionnaire is different and depends on the laws and regulations of the Member State in question.

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.

## **5. RECIPIENTS OF THE DATA**

Internal recipients: HR Unit and Security Unit

- HR Unit receives a filled-in form (related to the security clearance status) of the future employee of EDA in the recruitment process and transfers it to the Security Unit. Security Unit contacts the person asking to fill-in specific forms, as requested by the NSA of the applicant in the process of obtaining a PSC.
- The filled-in forms of the person requesting a PSC are sent directly to, seen and handled only by the Security Unit before being transmitted to the relevant NSA. The Security Unit acts as an intermediary between the NSA and the applicant, hence conducting all transfers of information to and from them.

External recipients: EDA participating Member States' National Security Authorities/ Designated Security Authorities.

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

Electronic and original PSC certificates are stored in the EDA IT Server and/or in the Security containers of the Security Office. An electronic record of these PSCs is stored on a classified computer.

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.

## **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. Under certain circumstances, you may have the right to object to the processing or to request that such processing is restricted.

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**

- For EDA personnel, personal data will be kept up to 1 month after termination/end of contract.
- For the original paper document: EDA is required to return to the national security authority (NSA) or other competent authority the original Personnel Security Clearance of its staff on termination of his/her employment contract.
- The personal data of delegates and officials from EDA pMS, from third countries, other EU institutions staff, etc. will be immediately destroyed after meeting finished or the need for it extinguished otherwise.

## **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 7 and Annex I 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>.