

PRIVACY STATEMENT

relating to the protection of personal data associated with the activities of
EDA's Staff and Social Committees

1. INTRODUCTION

This Privacy Statement describes the measures taken to protect personal data with regard to the actions of the Staff and Social Committees of the EDA and serves to inform data subjects of their rights.

EDA protects the fundamental rights and freedoms of persons and in particular their right to privacy with respect to the processing of personal data in accordance with (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

3. PURPOSE OF THE PROCESSING

The Staff and Social Committees of the EDA support the wellbeing of staff and their families including spouses, children, dependents and, occasionally, third parties. The purpose of the processing of personal data can relate to attendance at events (such as Away Day or Christmas Party), allowing for building access, routine committee business and the good administration of all activities within the mandate of the two groups. The collection and storage of personal data, including media, is necessary for the organisation and performance of these activities.

4. DATA PROCESSED

Data processed could be any of the following, as appropriate, for the function/activity being planned and as voluntarily provided by the data subjects:

- name
- surname
- age or birth date
- nationality
- sex
- allergies
- ID/passport number of spouses
- car details (brand, model, colour, plate number)
- other details provided voluntarily by the staff (in a free text box)

Data subjects are informed in the invitations to the events, when personal data are being requested, what the data are for.

In detail, it is explained that the age and sex of the child is needed to purchase appropriate gifts; food allergy information is requested to inform the catering provider on the need to prepare special menu avoiding specific ingredients (only the type of allergies and number of persons is shared with the catering provider). This information is requested ONLY from subjects who confirm their participation for the event.

For events organized together with third parties outside EDA, the data subjects are informed in case the data provided have to be shared with the third parties organizer of the event and for which purpose(s).

5. RECIPIENTS OF THE DATA

- Staff Committee & Social Committee;
- Security and Infrastructure Unit (for access to EDA premises);
- Other entities defined by the Committees for legitimate and mandated reasons to ensure good administration;
- For events organized with third parties outside EDA, data might have to be shared with the event organizer.

6. PROTECTION AND SAFEGUARDING OF THE DATA

Data in SharePoint space of the Staff Committee are only visible to Staff Committee. The data are exported to Excel when shared with the Security and Infrastructure Unit for security management for the access to EDA premises. Data are deleted when their usefulness have expired and in any case in accordance with the applicable retention period.

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 the data subject has any queries concerning the processing of his/her personal data, s/he may address them to the data controller at the following mailbox: StaffCommittee@eda.europa.eu

8. TIME LIMIT FOR STORING DATA

Data will be retained for a maximum of 3 months after the event.
Personal data is stored for the event only and new data is created yearly for each event.

9. LEGAL BASIS FOR THE PROCESSING OPERATION

Article 5(d) of 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;

Article 7 and Article 138 of EDA Staff Regulations (Council Decision (EU) 2016/1351 of 4 August 2016 concerning the Staff Regulations of the European Defence Agency, and repealing Decision 2004/676/EC)

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>.