

## PRIVACY STATEMENT

### for the processing activity Corporate Business Cards

<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 No 2018/1725).</p>
<b>2. CONTROLLER OF THE PROCESSING OPERATION</b>
<p>EUROPEAN DEFENCE AGENCY Rue des Drapiers 17-23 B-1050 Brussels <a href="http://www.eda.europa.eu">www.eda.europa.eu</a></p>
<b>3. PURPOSE OF THE PROCESSING</b>
<p>The purpose of this processing operation is to issue Business Cards for EDA personnel. Business cards are necessary for facilitating professional contacts of EDA staff with external stakeholders.</p> <p>To issue the Business Cards, EDA collects the personal data that are necessary and transmits those to the designated external provider (Processor) for design and printing services.</p>
<b>4. DATA PROCESSED</b>
<p>Data processed are the following:</p> <ul style="list-style-type: none"> <li>• Name, First Name</li> <li>• Title/Position</li> <li>• Unit/Directorate</li> <li>• Corporate phone / GSM number</li> <li>• Corporate email address</li> <li>• Corporate Address</li> </ul>
<b>5. RECIPIENTS OF THE DATA</b>
<p>The recipients are</p> <ul style="list-style-type: none"> <li>- The EDA Infrastructure Office for collecting the data and submitting the design and printing orders to the processor.</li> <li>- the designated external provider, acting as data Processor: EU-Turn, a communications consultancy company based in Belgium, at 17 rue Charles Legrelle, 1040 Brussels. ()</li> </ul>
<b>6. PROTECTION AND SAFEGUARDING OF THE DATA</b>
<p>The personal data will be securely stored in a SharePoint list inside EDA's SharePoint Online environment where authorised users with at least read permissions will be able to access the</p>

information. Additionally, any changes or deletion of the information can be tracked using the version history capabilities of SharePoint Online and activity audit logs from Microsoft Purview.

#### **7. RIGHT OF ACCESS AND RECTIFICATION OF THE DATA**

Data subjects have the right to access their personal data, the right to request rectification of any inaccurate or incomplete personal data, the right to erasure, the right to restriction of processing, the right to object to the processing, the right to not be subject to automated decision making , as applicable and at any time.

For any queries regarding the processing of personal data, or to exercise these rights, data subjects can contact the data Controller at [infrastructure@eda.europa.eu](mailto:infrastructure@eda.europa.eu) or the Data Protection Officer at [dataprotection@eda.europa.eu](mailto:dataprotection@eda.europa.eu) .

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

Personal data processed for issuing Business Cards will be stored by the Infrastructure Officer for a maximum of 6 months after the cards have been issued.

The processor is instructed to delete the personal data 6 months after the delivery and payment of the services.

EDA may retain anonymous data for statistical purposes.

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

The Legal basis for the processing is Article 5(a) of Regulation (EU) 2018/1725, as processing of personal data is necessary for the performance of tasks carried out in the public interest by EDA and in particular for the management and functioning of EDA in carrying out its tasks, as entrusted by the Council Decision (CFSP) 2015/1835, and particularly its Article 5.

#### **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>.