



Privacy Statement/ Data Protection Notice

For the processing activity: Use of the workplace management platform “Deskbird”

This Privacy Statement provides information on the processing and the protection of your personal data and on the rights you have as a data subject.

1. TITLE OF THE PROCESSING ACTIVITY

Use of the workplace management platform “Deskbird”

2. CONTROLLER OF THE PROCESSING OPERATION

EUROPEAN DEFENCE AGENCY
Corporate Services Directorate
Infrastructure Office: infrastructure@eda.europa.eu

3. PURPOSE OF THE PROCESSING ACTIVITY

The purpose of this processing activity is to facilitate office space planning with the use of the workplace management platform “Deskbird”.

The tool is made available through Microsoft Teams and allows EDA personnel to book a desk at EDA premises and to visualise presence of colleagues in the office. This enables optimised office occupation management and facilitates collaboration and working discussions.

The tool displays a mapping of offices available for booking depending on the user’s Unit/Directorate. The tool maintains a list of offices/desks available for booking and associated to the names of EDA personnel that have reserved them for full days or specific periods (e.g. or half days or a specific number of hours).

The tool allows to configure users with assigned office functions as “first aider”, “fire responder”, “evacuation assistant” or “key holder”, to be able to confirm their presence according to the needs of the service.

The booking tool provides the possibility to “follow” a colleague and align presence in the office. The option can be disabled by each user that wishes to opt-out.

4. DATA PROCESSED

(a) Categories of data subjects:

EDA personnel (EDA staff members, SNEs, Interim Agents, Trainees and contractors).

(b) Categories of personal data processed:

First name, last name, e-mail address, job title, Unit/Directorate, assigned office function where applicable, presence in the office or remote work, dates of booking, desk/office number, option to be “followed” by colleagues, profile picture where applicable.

5. RECIPIENTS OF THE DATA

Bookings made by each user, are visible to members of the same unit and directorate, unless the user has set her/his profile in private mode.

Overview of office bookings made are made available to the line managers of each user.

6. MEANS OF PROCESSING AND MEASURES OF SECURITY OF THE DATA

Data is processed and stored in EDA Microsoft 365 tenant and in a cloud-based solution of the data processor (Deskbird). The data processor utilizes third-party cloud services of Google Ireland Limited which are located in Frankfurt, Germany. However, to ensure data integrity, the data processor may occasionally make use of other compute regions strictly within the EU. EDA has implemented appropriate technical and organisational measures (firewalls, checkpoints, antivirus) to ensure a 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 or unlawful destruction or accidental loss, or alteration and to prevent all others unlawful forms of processing.

7. RIGHT OF ACCESS TO YOUR PERSONAL DATA AND OTHER RIGHTS OF THE DATA SUBJECT

Data subjects can exercise the rights awarded to them by the Regulation (EU) 2018/1725. Data subjects have the right to request access to their personal data, the right to rectify any inaccurate or incomplete personal data, the right to request the deletion of their personal data, the right to request restriction of the processing of their personal data and the right to object to the processing, as applicable. Data subjects have the right to withdraw their consent at any time, where processing is based on data subject's consent. Withdrawal of the consent does not affect the processing that took place prior to that.

Data subject requests will be handled within one month of receipt of the request and in accordance with Article 14(3) of the Regulation (EU) 2018/1725.

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: infrastructure@eda.europa.eu, or to the data protection officer at: dataprotection@eda.europa.eu.

Data subjects have the right to recourse to the EDPS.

8. TIME LIMIT FOR STORING DATA

Personal data on office reservations are stored for up to 6 months.

9. LEGAL BASIS FOR THE PROCESSING OPERATION

Article 5(1)(a) of Regulation 2018/1725:

Processing of personal data is necessary for performance of tasks carried out in the public interest, as attributed by EU legislation. Processing of personal data is necessary for the management and functioning of the Agency, as provided by Recital 22 of Regulation (EU) 2018/1725 and to fulfil the Agency's tasks as per Article 5 of the Council Decision (CFSP) 2015/1835 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.