**EEAS PRIVACY STATEMENT**  
for the purpose of the processing operation  
'Briefing process under the e-Brief application (and its successors)'

1. **INTRODUCTION**


2. **PURPOSE OF THE PROCESSING OPERATION**

The purpose of this processing operation is to provide accurate information on topics relating to EU Foreign Affairs and the state of play of EU policies to the EEAS hierarchy (Corporate Board and HR/VP) as well as both Presidents (EU Council and EU Commission) and Commissioners.

3. **DATA PROCESSED**

For public figures on external relations issues that appear in the briefing material: The personal data including CVs collected are all data deemed relevant to understand the public action of a public figure concerned. The data are collected from various sources, including public sources. A limited number of data might be received directly from the public figures concerned or their representatives. Special categories of data according to Art. 10 of the Regulation 45/2001 might be collected, strictly in case it is linked to the public activity of the public figure (for instance: ethnic origin of a given public figure representing a specific minority)

For assigned staff participating in the briefing process within the various EEAS departments: The data are the name(s) and surname(s), function, professional contact details. The data are also covered by the Notification on the Use of Basic Personal Data for Professional Purposes and its Privacy Statement.

4. **CONTROLLER OF THE PROCESSING OPERATION**

The controller responsible for the processing operation is the Head of the Policy Coordination Division, DSG 2.1 or his/her Deputy acting on his/her behalf.

5. **RECIPIENTS OF THE DATA**

The recipients of your data are:

- The EEAS hierarchy/Corporate Board (at HQ and/or in Delegations), the HR/VP, both Presidents and Commissioners in preparation of a particular meeting or decision making.
- DSG 2.1 in its capacity as coordinator of briefings of the specific IT application "e-Brief" (and its successors)
- The staff of the department/division/Delegation concerned and of its counterpart at HQ / in Delegations.

The information in question will not be communicated to third parties, except where necessary for the purposes outlined above.

6. **PROVISION, ACCESS AND RECTIFICATION OF THE DATA**

The data used by this processing operation originates either from public sources or directly from the public figure concerned or his/her representative. In the first case the right to rectify/block/erase/object the data is linked to the source concerned. As data subject, you have the right to access your personal data and the right to correct any inaccurate or incomplete personal data, as well as to request the removal of your personal data, which will be implemented within 5 working days after your request will have 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 following functional mailbox: EEAS-POLICY-COORDINATION@eeas.europa.eu.

7. **LEGAL BASIS FOR THE PROCESSING OPERATION**

The legal basis of the processing operation at stake is:

- Article 27.3/TEU

8. **TIME LIMIT FOR STORING DATA**

The data stored on the e-Brief application (and its successors) will be retained for a maximum period of 6 years taking into account the College’s mandate, and the value of previous briefings for events such as biannual summits as well as according to the CRL (Category 2.2.2 C) pursuant to the Commission Decision on Document Management C(2002)99 of 23 January 2002, which is also applied by the EEAS. It will be deleted after this period has elapsed.

9. **CONTACT**

In case you have questions related to the protection of your personal data, you can also contact the EEAS’ Data Protection Office at data-protection@eeas.europa.eu.

10. **RECOUSE**

You have at any time the right of recourse to the European Data Protection Supervisor at edps@edps.europa.eu.