EEAS PRIVACY STATEMENT
for the purpose of the processing operation
‘EEAS Staff Badges’

1. INTRODUCTION

The protection of your privacy including your personal data is of great importance to the European External Action Service (EEAS), thereby reflecting the provisions of the Charter on Fundamental Rights of the European Union, and in particular its Art. 8. The present privacy statement describes which measures are taken in order 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. Your personal data are processed in accordance with Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, as implemented in the EEAS by Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. All data of a personal nature - namely data which can identify you directly or indirectly - which you provide to the EEAS will be handled with the necessary care.

2. PURPOSE OF THE PROCESSING OPERATION

The purpose of the present processing operation is to implement an automated access control system within the EEAS HQ premises, by means of access badges for EEAS staff.

3. DATA PROCESSED

The data which will be processed for that purpose are the following:
- First name and surname
- Statutory link (F, TA, CA, SNE)
- EEAS Personnel number / Per ID
- ID picture
- Fingerprint (if applicable)
- Date of end of Contract
- Nationality
- Grade/step
- Management position (if applicable)

4. CONTROLLER OF THE PROCESSING OPERATION

The controller responsible for the processing operation is the Head of the HQ Security & Policy Division MDR B.2 or his/her Deputy acting on his/her behalf.

5. RECIPIENTS OF THE DATA

The recipients of your data will be the staff of MDR B.2 with special access and a restricted number of staff members of the contracted security company staff, duly supervised by MDR B2 staff. Only the selected recipients will be given access rights. The information in question will not be communicated to third parties, except if and where necessary for the purposes outlined above. Fingerprints will be stored on the relevant badge only.

6. PROVISION, ACCESS AND RECTIFICATION OF THE DATA

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-SECURITY-ACCREDITATION@eeas.europa.eu.

7. LEGAL BASIS FOR THE PROCESSING OPERATION

The legal basis of the processing operation at stake is:

8. TIME LIMIT FOR STORING DATA

Your data will be retained for a maximum period of the duration of your contract with EEAS or of your need to access EEAS HQ premises. Data will be removed at the end of this period upon surrendering of your badge. Visitors’ data will be stored up to 5 years.

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. RECOURSE

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

1 The controller is the organisational entity which determines the purpose and means of the processing of personal data.