# EEAS PRIVACY STATEMENT

for the purpose of the processing operation of personal data linked to the specific meeting / event "Open-ended Consultations on the International Code of Conduct for Outer Space Activities" organised by the EEAS AND UNIDIR

## 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 ensure the proper organisation and management of the meeting/event referred to in the title of this Privacy Statement.

The organisation and management of the aforementioned 'meeting/event' include the management of lists and mailings-lists for contacts, invitations, participants, reports, distribution of reports, feedback on reports, follow-up meetings, follow-up actions, photographs/pictures, presentations, audio and video recording of speakers and participants, news and publications, including on EEASzone (the EEAS Intranet) or on the EEAS website.

## 3. DATA PROCESSED

The data which will be processed for that purpose are the following:

- The data necessary for the organisation and management of the meeting, such as name/surname/profession/ postal & e-mail addresses/phone number/fax number, etc. as well as gender (needed for the right title)
- Identity/passport details for visa purposes, if appropriate
- Information about the form of transport use & hotel, if appropriate.

No sensitive data (according to Article 10 of the Regulation 45/2001) will be processed.

The publication of images concerning internal events on the EEASzone (the intranet of the EEAS) is covered by a dedicated notification of the EEASzone processing operation.

The processing of lists and mailing lists used in departments/divisions/Delegations for information purposes related to the meeting subject is covered by this notification.

## 4. CONTROLLER OF THE PROCESSING OPERATION

The controller\(^1\) responsible for the processing operation is the Head of the EEAS department/division WMD, Conventional Weapons, Space "organising the present meeting/event ('organiser')."

## 5. RECIPIENTS OF THE DATA

The recipients of your data will be:

- Organisers of the meeting/event
- Participants
- Interpreters
- EEAS staff involved in the organisation of the meeting/event
- UNIDIR staff involved in the organisation of the meeting/event
- Thai officials (visa purposes)

---

\(^1\) The controller is the organisational entity which determines the purpose and means of the processing of personal data.
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 non-proliferation-disarm@eeas.europa.eu.

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

The processing operations on personal data linked to the organisation and management of meetings and events, incl. workshops, info days, seminars, etc. is necessary for the management and functioning of the EEAS, as mandated by the treaties, and more specifically articles 5, 7 and 211 - 219 of the EC Treaty.

The processing operations on personal data for the organisation and management of meetings and events, with or without outside participants are necessary and lawful under article 5 (a) of Regulation (EC) 45/2001. Articles 20 "Exemptions and restrictions" and 27 "Prior checking (by the EDPS)" are not applicable.

Further legal reference:

8. **TIME LIMIT FOR STORING DATA**

Personal data is kept as long as follow-up actions to the meeting are necessary with the regard to the purpose(s) of the processing of personal data as well as for the meeting and its related management. Reports containing personal data will be archived according to the e-Domec policy (Commission's administrative framework, also applied by the EEAS).

All personal data will be deleted from databases 1 year after the last action in relation to the meeting.

Personal data (limited to name, surname and possibly photos) might be kept for information and historical purposes for a longer period of time if they have been published on the EEASzone or EEAS website.

Nevertheless, where needed, after this delay, personal data may be part of a list of contact details shared internally amongst the EEAS services for the purpose of contacting data subjects in the future in the context of their activities. If data subjects do not agree with this, they may contact the organiser.

If requested by the data subject his/her personal data will be erased within the 5 working days of the request and after having communicated to the requestor the effects of such erasure. Special attention is drawn to the consequences of a request for deletion, in which case any trace to be able to contact you will be lost.

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.