

EEAS PRIVACY STATEMENT - DATA PROTECTION NOTICE

FOR THE PURPOSE OF
**PROCESSING PERSONAL DATA RELATED TO 'SELECTION, RECRUITMENT
 AND ADMINISTRATIVE MANAGEMENT FOR INTERNATIONAL STAFF AND THE EXTENSION OF
 SECONDMENT OF SECONDED STAFF IN CSDP MISSIONS
 VIA THE GOALKEEPER IT APPLICATION'**
**BY THE CIVILIAN PLANNING AND CONDUCT CAPABILITY DIRECTORATE
 OF THE EUROPEAN EXTERNAL ACTION SERVICE (EEAS)**

1. INTRODUCTION

The protection of your personal data and privacy is of great importance to the European External Action Service (EEAS), including the Delegations of the European Union. You have the right under EU law to be informed when your personal data is processed [e.g. collected, used, stored] as well as about the purpose and details of that processing.

When handling personal data, we respect the principles of the Charter of Fundamental Rights of the European Union, and in particular Article 8 on data protection. Your personal data are processed in accordance with Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, aligned with Regulation (EU) 2016/679, the General Data Protection Regulation. In this privacy statement you find information about how the EEAS and EU Delegations process your personal data and what rights you have as a data subject.

2. PURPOSE OF DATA PROCESSING: Why do we process your data?

The purpose of the present processing operation is

- to process personal data collected through application forms, including CVs submitted by candidates applying for a post under the seconded or/and contracted regime in CSDP Missions as well as the personal data of seconded Mission Members taking part in extension processes. The selection procedures and extension of secondment are conducted by the EEAS Civilian Planning and Conduct Capability (CPCC) and the CSDP Missions through the Goalkeeper IT application
- to enable the on-line management of the experts' profiles by identified national authorities in the Member States
- to enable the on-line management of the information about seconded Mission Members subject to an extension process
- to enable the assessment of civilian capabilities' availability by identified national authorities, to the extent allowed by their privileges in the system, by drawing on certain predefined and anonymised data of experts' profiles ("Capabilities' Overview" functionality)

3. DATA PROCESSED: What data do we process?

The data, including personal data, which may be processed for that purpose are the following:

- personal data submitted for the purposes of selection:
 - Application forms, including CVs
 - Application table that includes the list with all candidates, including their personal/professional data and vacancy options for a specific Call for Contributions

Data collected may include:

- name
- date and place of birth
- gender
- nationality
- official address
- contact details
- passport number
- criminal records (in case of selected candidates for contracted positions)
- education and professional training data;
- employment record data;
- levels of knowledge of foreign languages and computer skills data
- proof of educational qualifications (in case of selected candidates for contracted positions)
- proof of employment certificate (in case of selected candidates for contracted positions),etc.

- personal data of Mission Members submitted for the purposes of the extension of secondment:

Data collected may include:

- Reference number of the post occupied in the Mission
- Post Name
- Last Name
- First Name
- Seconding Country
- Deployment Date
- End of Mission Date
- Requested Extension Date
- Extension Status
- MS Reply
- Approved Extension Date
- The names of the respective seconded authorities approving the extension request at various levels in an EU country.

4. CONTROLLER OF THE PROCESSING OPERATION: Who is entrusted with processing your data?

The Controller determining the purpose and the means of the processing activity is the European External Action Service. The representative of the controller, the service – EEAS Division responsible for managing the personal data processing under the supervision of the Head of Division is the following entity:

Civilian Planning and Conduct Capability Directorate - EEAS. CPCC.3.

Joint controllers are the CSDP Missions.

5. RECIPIENTS OF THE PERSONAL DATA: Who has access to your data?

The recipients of your data may be assigned staff of the EEAS CPCC Mission Personnel Division (MPD).

The recipients of the data may include the following, on a strict "need-to-know policy" basis:

- EEAS CPCC Missions Personnel Division, assigned staff only on need to know basis
- CSDP Missions assigned HR personnel processing personal data (CVs, extension requests), viewer rights
- Members of selection panels including EEAS CPCC and Mission staff members as well as representatives of the other EEAS Divisions and the European Commission Foreign Policy Instrument - EC FPI, if applicable
- Seconding authorities from EU Member States, only for their proposed candidates and their Mission Members.

Macro quantitative statistics exported from the system and integrated will be provided to Member States in the Annual Calls for Contributions Report, and other statistics reports on the Calls for contributions and selections (this report will only include numbers, without any personal data).

Personal data is not intended to be transferred to a Third Country.

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

6. ACCESS, RECTIFICATION, ERASURE OF DATA: What rights do you have?

You have the right of access to your personal data and the right to correct your inaccurate, or incomplete personal data taking into account the purpose of the processing. The right of rectification can only apply to factual data processed. Under certain conditions, you have the right to ask the deletion of your personal data or restrict their use as well as to object at any time to the processing of your personal data on grounds relating to your particular situation. We will consider your request, take a decision and communicate it to you without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary. For more detailed legal references, you can find information in Articles 14 to 21, 23 and 24 of Regulation (EU) 2018/1725. In specific cases, restrictions under Article 25 of the Regulation may apply. If you wish to exercise your rights or have questions concerning the processing of your personal data, you may address them to the Data Controller via the functional mailbox:

cpcc.secretariat@eeas.europa.eu

7. LEGAL BASIS: On what grounds we collect your data?

Legal basis:

- Council Decisions establishing a civilian CSDP Mission
- Civilian Operations Commander Instruction 5/2017 on the new selection procedure for CSDP Missions' staff.
- Good administrative practices in the framework of the Treaty of Lisbon and the Council Decision of 26 July 2010 establishing the organisation and functioning of the European External Action Service (2010/427/EU) available on http://www.eeas.europa.eu/background/docs/eeas_decision_en.

Further legal reference: [Council Decision of 26 July 2010 establishing the organisation and functioning of the EEAS \(2010/427/EU\)](#) – OJ L 201, 3/8/2010, p. 30.

8. TIME LIMIT - DATA STORING: For what period and how we process your data?

- Applications including CVs are retained in the Goalkeeper IT application up to the time-limits established for the possible review of the decision taken in the selection procedure but no longer than 5 years
- Application tables are kept no longer than 5 years as of the termination of the related Call for Contribution
- In case of a complaint or a litigation connected to a non-selection decision, the application including CVs, and the application table shall be kept no longer than 5 years after the final decision/judgment has been taken.
- information about Mission Members subject to an extension process are retained in Goalkeeper IT application for 10 years after the end of the secondment of the Mission Member;

When appropriate, personal data contained in *supporting documents* should be deleted if possible, where these data are not necessary for *further purposes*, e.g. control, inspection and audit.

Security of data: Appropriate organisational and technical measures are ensured according to Article 33 of Reg. (EU) 2018/1725. The collected personal data are stored on servers that abide by pertinent security rules. Data is processed by assigned staff members. Files have authorised access. Measures are provided to prevent unauthorised entities from access, alteration, deletion, disclosure of data. General access to personal data is only possible to recipients with a UserID/Password. Physical copies of personal data are stored in a properly secured manner.

Data are stored in the IT platform in the Goalkeeper application database. The database is located in DIGIT's data centre. The database is accessible by dedicated technical staff in EEAS and DIGIT for technical support reasons.

The data can be accessed via a web based tool, by the associated staff from EEAS and CSDP missions. The access is given by the focal point in CPCC.

Security is ensured on several layers:

- a. Technical Security of the servers
 - i. Here is the standard security agreement with DIGIT, maybe you already have a document done by our division, where we give information about it. In any case it's the same as for every IT system
- b. Software security
 - i. User Authentication is done using EU Login, which is recognized as a standard and secure method for IT applications in EEAS
 - ii. Authorization is done inside the application, and user rights are granted by a central focal point in CPCC

9. EEAS DATA PROTECTION OFFICER: Any questions to the DPO?

In case you have enquiries you can also contact the EEAS Data Protection Officer 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.