

EEAS PRIVACY STATEMENT - DATA PROTECTION NOTICE

FOR THE PURPOSE OF
PROCESSING PERSONAL DATA RELATED TO
**EEAS QUESTIONNAIRE TO MEMBER STATES
ON COMMON SECURITY AND DEFENCE POLICY (CSDP) TRAINING 2023**

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 [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 this questionnaire is to gather information and to determine the training architecture within the Member States in order to be able to assess and evaluate the state of CSDP-related trainings and to offer more targeted assistance in the future as well as to align the CSDP Training Programme becoming even more needs-oriented.

The personal data processing activities linked to the questionnaire are necessary for collecting information about Member States CSDP training architecture, for developing new or updating existing policies and for the implementation of the related programmes managed by the EEAS/ PCM.1.

Your personal data may be also used within the EEAS Division 'Peace Partnerships and Crisis Management' – Integrated Approach for Peace and Security (EEAS/PCM.1) to contact you in case questions or issues concerning the questionnaire arise. Your consent to be contacted will be asked during the survey.

The application used to conduct the survey is the European Commission's online questionnaire tool EUSurvey, which requires authentication via EULogin. For EULogin certain personal data such as name, surname and e-mail address of the registrant are required. For further information on EULogin please refer to the record of the dedicated processing operation [DPR-EC-03187 Identity & Access Management Service \(IAMS\)](#)'. For further information on the questionnaire tool, please refer to the [Privacy Statement of EU Survey](#).

3. DATA PROCESSED: What data do we process?

For the above-mentioned purpose the following data may be collected:

- name,
- e-mail address,
- affiliated entity/organisation and function,
- country,
- professional phone number.

If you decide to provide your name, phone number and/or email address, the data could be used by EEAS/ PCM.1 and the European Centre of Excellence for Civilian Crisis Management (CoE) to allow EEAS/ PCM.1 and CoE to contact you related to the survey. Your replies to the questions are collected and processed to evaluate the training architecture in your Member State.

4. DATA CONTROLLER: 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 EEAS Division responsible for managing the personal data processing under the supervision of the Head of Division is the following organisational entity:

EEAS Division 'Peace Partnerships and Crisis Management PCM.1'
– Integrated Approach for Peace and Security

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

- Assigned staff member(s) of the relevant division responsible for launching the questionnaire (EEAS.PCM.1)
- Assigned staff members of the European Centre of Excellence for Civilian Crisis Management (CoE) e.V., Kurfürstendamm 201, 10719 Berlin, Germany (<https://www.coe-civ.eu/>), the contractor mandated with conducting and evaluating the survey. Contractual clauses ensure that the contractor processes your personal data only on behalf and on instructions of the EEAS in compliance with EU data protection rules.

Your data will not be used for automated decision-making, including profiling. The EEAS will not share personal data with third parties for direct marketing purposes. Personal data is not intended to be transferred to a Third Country, not to an international organisation. 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. 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:

goalkeeper.schoolmaster@eeas.europa.eu

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

Lawfulness:

The personal data processing linked to the management and technical functionality of questionnaires as well as setting up and maintaining a list of national focal points for CSDP trainings is necessary for the performance of a task carried out in the public interest as well as for the management and functioning of the European External Action Service (EEAS) as mandated by the treaties, and more specifically Article 27 of TEU and by Articles 1 and 2 of the Council Decision 2010/427/EU of 26 July 2010 establishing the organisation and functioning of the EEAS [Article 5(1)(a) of Regulation (EU) 2018/1725].

If you consent to provide your name, e-mail and/or phone number for processing by the EEAS for the purpose of contacting you in case questions or issues arise in relation to the questionnaire, the processing is lawful under Article 5.1 (d) of Regulation (EU) 2018/1725. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you withdrew your consent. Providing or denying consent does not influence the handling of responses to the other parts of the questionnaire.

Legal references:

- Council Conclusions on CSDP, May 2015, 8971/15
- EU Policy on Training for CSDP, 3 April 2017, 7838/17
- Implementing Guidelines for the EU Policy on Training for CSDP, 15 July 2022, 11437/22
- [Council Decision of 26 July 2010 establishing the organisation and functioning of the EEAS \(2010/427/EU\)](#)

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

Storage of data

Personal data is kept as long as follow-up actions to the questionnaire are necessary with regard to the purpose of the processing of personal data as well as for the questionnaire and its related management. All personal data will be deleted from databases 1 year after the last action in relation to the questionnaire. Nevertheless, personal data - a list of contact details - could be kept longer for contacting participants in the context of questions or issues arising related to the questionnaire if they give their consent. For further details, see the consent question in the survey questionnaire and point 7. You can request the removal of your data by withdrawing your consent by means of informing the Directorate 'Peace, Partnerships and Crisis Management – PCM.1' through the email address under point 6.

Reports containing personal data will be archived according to appropriate provisions.

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. Access to specific files requires authorisation. 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.

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

In case you have queries 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.