

# EEAS PRIVACY STATEMENT - DATA PROTECTION NOTICE

FOR THE PURPOSE OF  
PROCESSING PERSONAL DATA RELATED TO PARLIAMENTARY QUESTIONS HANDLED BY THE 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 activity is to ensure storage, timely management and adoption of replies to Parliamentary Questions (PQs). PARQ is the computer application designed to fulfil this purpose and intended for storage, management and adoption of PQs.

The PQ with name(s) of author(s)/Member(s) of the European Parliament is uploaded in PARQ and assigned to respective EEAS internal entity who dispatches the PQs to desk officer responsible for drafting the reply.

The draft reply is approved by the authorising manager and will be uploaded in PARQ application or sent via the Functional Mailbox (FMB) to EEAS.SG.2.

## 3. DATA PROCESSED: What data do we process?

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

- Name(s) of the individuals (Members of the European Parliament) asking Parliamentary Questions;
- Name, function and organisational entity of staff assigned to the tasks of answering the questions (drafter, authorising manager, FMB administrator);
- Content of the questions and replies, including the personal data of individuals, including political figures and activists, former as well as current EU staff members, etc., who may be mentioned in the question/reply to the PQ, if applicable (The information in the question is manifestly made public by the MEP).

## 4. DATA CONTROLLER: Who is entrusted with processing your data?

The data controller determining the purpose and the means of the processing activity is the European External Action Service (EEAS). The EEAS Division responsible for managing the personal data processing under the supervision of the Head of Division is the following organisational entity:

**Parliamentary Affairs Division - EEAS.SG.2**

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

The recipients of your data may be:

- EEAS assigned staff;
- Data included in the replies to the Parliamentary Questions are released on internet (official website of the European Parliament) and form part of the database for Parliamentary Questions (<https://www.europarl.europa.eu/plenary/en/parliamentary-questions.html>);

- EEAS RM.BS.3. (Digital Solutions Division), if necessary;
- Personal data (including the name of the drafter and the authorising manager) can be transmitted interinstitutionally between the EEAS, the European Commission, the Council of the European Union and the European Parliament for internal purposes only.

The data will not be transferred 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, the right to correct your inaccurate personal data and, taking into account the purposes of the processing, to have incomplete personal data completed. 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. Please address your requests and questions concerning the processing of your personal data, to the Data Controller via the functional mailbox:

[PARLIAMENTARY-QUESTIONS@eeas.europa.eu](mailto:PARLIAMENTARY-QUESTIONS@eeas.europa.eu)

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

Processing of personal data is lawful based on Article 5(1)(a) of Regulation (EU) 2018/1725, necessary for the management and functioning of the EU Institutions, for the EEAS to contribute to the oversight function of the European Parliament, i.e. the parliamentary scrutiny of the EEAS.

Legal references:

- Article 230 TFEU;
- EP Rules of Procedures, [Rule 138](#)
- Annex III of the EP Rules of Procedure for Questions for Written Answer
- The Working Methods of the Commission 2014-2019 issued by President Juncker on 12 November 2014 C(2014)9004 and the implementing instructions Ares(2015)8695
- Note of 3 March 2011 (Ares (2011)238038) to all Managing Directors

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?

Personal data is kept for a maximum period of 5 years in line with the Common Retention List of (EC CRL 2.4.3.)

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;
- The data are hosted on DIGIT site and respect all the security conditions – firewalls are opened to EEAS to access the data. Data are not accessible outside the organisation;
- Data is processed by assigned staff members. Access to specific files requires authorisation. The access to the system is via the username and password for users identified with functional Mailboxes and via EU Login for users identified by EEAS credentials;
- Measures are provided to prevent unauthorised entities from access, alteration, deletion, disclosure of data.

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

If you have enquiries you can also contact the EEAS Data Protection Officer at [data-protection@eeas.europa.eu](mailto:data-protection@eeas.europa.eu).

## 10. RECOURSE

You have, at any time, the right to have recourse to the European Data Protection Supervisor at [edps@edps.europa.eu](mailto:edps@edps.europa.eu).