

## Processing Personal Data for Access to Document Requests

### **1. INTRODUCTION**

THE PROTECTION OF YOUR PRIVACY INCLUDING YOUR PERSONAL DATA IS OF GREAT IMPORTANCE TO THE EUROPEAN EXTERNAL ACTION SERVICE (EEAS). WHEN PROCESSING PERSONAL DATA WE REFLECT THE PROVISIONS OF THE CHARTER ON FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION, AND IN PARTICULAR ITS ART. 8. THIS PRIVACY STATEMENT DESCRIBES HOW THE EEAS PROCESSES YOUR PERSONAL DATA FOR THE PURPOSE IT HAS BEEN COLLECTED 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 AND ITS SUCCESSIVE LEGISLATIVE ACT, ALIGNED WITH THE GENERAL DATA PROTECTION REGULATION /REG. (EU) 2016/679/. ALL DATA OF A PERSONAL NATURE THAT CAN IDENTIFY YOU DIRECTLY OR INDIRECTLY WILL BE HANDLED FAIRLY AND LAWFULLY WITH NECESSARY CARE.

### **2. PURPOSE OF THE PROCESSING OPERATION**

The purpose of the processing operation is to follow up the requests from citizens for access to documents held by the EEAS pursuant to Regulation 1049/2001.

### **3. DATA PROCESSED**

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

#### Compulsory data :

- Name and surname of the requestor
- e-mail address
- full postal address

#### Non-compulsory data:

- Occupation (to be chosen in a list of generic sectors)
- Organisation

### **4. CONTROLLER OF THE PROCESSING OPERATION**

The Controller determining the purpose and the means of the processing operation is the European External Action Service. The Division responsible for managing the personal data processing operation is EEAS Transparency Team in the Division SG.AFFGEN.2 under the supervision of the Head of Division or the Deputy acting on his/her behalf.

### **5. RECIPIENTS OF THE DATA**

The recipients of your data will be

- Transparency Team
- Assigned staff members of the Division, Directorate or Department in charge of ensuring the follow up of the requests for access to documents
- Assigned staff of the Legal Affairs Division and the Data Protection Office, when relevant
- Assigned staff of the Office of the Director General, if and when replying to confirmatory applications

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

### **6. PROVISION, ACCESS AND RECTIFICATION OF THE DATA**

Data is collected via the Webform on the EEAS website under EEAS and the Citizen > Resources > Access to Documents: <http://www.europa.eu/public-register/?fuseaction=request.documents>.

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 10 working days after your specific request has been deemed legitimate. In case of request for deletion of data it is communicated to the requestor that the effects of such erasure, being that the request would not be processed. 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: [access-to-documents@eeas.europa.eu](mailto:access-to-documents@eeas.europa.eu).

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

- Regulation 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents (OJ L 145, 31.5.2001, p. 43).
- Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 19 July 2011 on the rules regarding access to documents – 2011/C 243/08 (OJ C 243, 20.8.2011, p. 16).
- 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.pdf](http://www.eeas.europa.eu/background/docs/eeas_decision_en.pdf)

### **8. TIME LIMIT FOR STORING DATA**

The data will be kept for a maximum period of 5 years, in order to ensure consistency in the treatment of applications and the correct follow-up to confirmatory applications, complaints and court proceedings.

Statistics kept for a longer period will be anonymised.

## 9. DPO CONTACT

In case you have questions related to the protection of your personal data, you can also contact the EEAS Data Protection Office  
EEAS DATA PROTECTION <[data-protection@eeas.europa.eu](mailto:data-protection@eeas.europa.eu)>.

## 10. RECOURSE

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

## WEBFORM EXTRACT

EEAS website > **Access to Documents:**

<http://www.europa.eu/public-register/?fuseaction=search.documents>

and

<http://www.europa.eu/public-register/?fuseaction=request.documents>



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Register Reference

Document Type	Year	Number

Keywords

1st Level	2nd Level
CSDP mission/operation	EU NAVFOR ATALANTA
Council preparatory bodies	ELIAM IRAQ
Geographic	ELIAVSEC South Sudan
Thematic	EUBAM Libya

Language

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Mr.  Ms.

First name*	<input type="text"/>	Surname*	<input type="text"/>
Occupation	<input type="text"/>	Organisation	<input type="text"/>
E-mail*	<input type="text"/>	Full postal address*	<input type="text"/>
Your Country*	American Samoa		
Phone	<input type="text"/>		
Fax	<input type="text"/>		

Document Requested

Requested document - Please use a separate form for each document.  
Please note that if your request is not specific enough, we might not be able to identify the document and will be obliged to contact you for more information.

Document requested\*  
(preferably with reference number)

Document date from  to

Language requested\*  
English (ENG)  Second choice, in case not available

Privacy Statement

Any information provided on the following electronic form will be managed by Division SGI - "Corporate Board Secretariat" of the EEAS, which is responsible for processing requests for public access to documents. It will be treated in accordance with the provisions of Regulation (EC) No. 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 (Official Journal L 8 of 12.1.2001, p. 1)

Your personal data will be used solely for the purpose of processing your request, exclusively by Division SGI - "Corporate Board Secretariat", which will maintain it in its archives for a maximum duration of 5 years, in order to ensure consistency in the treatment of applications and the correct follow-up to confirmatory applications, complaints and court proceedings.

Subject to Article 6(4) of Regulation (EC) No. 1831/2003, your application will not be transferred to any third party.

I agree with the above mentioned privacy statement.\*

Visual confirmation (Captcha)