

# EEAS PRIVACY STATEMENT - DATA PROTECTION NOTICE

## FOR THE PURPOSE OF PROCESSING PERSONAL DATA RELATED TO EEAS ACCESS TO DOCUMENT REQUESTS VIA THE EEAS PUBLIC REGISTER

### 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 the processing of personal data is to answer and follow up the requests from citizens for access to documents held by the EEAS pursuant to Regulation (EC) No 1049/2001.

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

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

#### Compulsory data

- Name and surname of the requestor
- E-mail address
- Postal address

#### Non-compulsory data

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

### 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 entity: **EEAS Transparency Team - Division SG.AFFGEN.2.**

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

The recipients of your data will be

- the EEAS 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.

Personal data is not intended to be transferred to a third country, nor 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. 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:

**[ACCESS-TO-DOCUMENTS@eeas.europa.eu](mailto:ACCESS-TO-DOCUMENTS@eeas.europa.eu)**

Data is collected via the 'request' form on the EEAS website.

**More information and access to the Request form and Search function of the EEAS Public Register:**  
**<https://www.europa.eu/public-register/>**

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

The processing of personal data related to handling access to document requests is necessary for the performance of a task carried out by the EEAS in the public interest [Article 5(1)(a) of Regulation (EU) 2018/1725]. The processing is also necessary to ensure compliance with a legal obligation [Article 5(1)(b) of Regulation (EU) 2018/1725] laid down in articles 10(3) and 11(2) of the Treaty of the EU and article 15(3) of the Treaty on the Functioning of the EU. Please see the specific legal references as follows:

- Regulation (EC) No 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 - DATA STORING: For what period and how we process your data?

The data will be kept for a maximum period of 5 years after the date of your request in order to ensure consistency in the handling of requests and the proper follow-up of confirmatory applications, complaints and court proceedings. Statistics may be kept for a longer period in an anonymised form.

### Security of data

Appropriate organisational and technical measures are ensured according to Article 33 of Regulation (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.

Specific security measures of the EEAS Register IT tool:

- Data is stored on servers located in the Data Centre of the Directorate General of Informatics (DG DIGIT) of the European Commission.
- The exchange of data between the servers and the user's browsers is encrypted over the HTTPS protocol.
- Security measures are implemented so the public system does not allow downloading documents without permission from backend system.

## 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 the following email: [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 at [edps@edps.europa.eu](mailto:edps@edps.europa.eu).