

PRIVACY STATEMENT

related to the EDA policy on access to documents

1. INTRODUCTION
<p>This Privacy Statement describes the measures taken to protect your personal data and what rights you have as a data subject.</p> <p>EDA protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data (Article 1.1 of Regulation No 2018/1725).</p>
2. CONTROLLER OF THE PROCESSING OPERATION
<p>European Defence Agency Rue des Drapiers 17-23 B-1050 Brussels www.eda.europa.eu</p>
3. PURPOSE OF THE PROCESSING
<p>The personal data of the applicants are used only to manage their requests for access to documents under Regulation 1049/2001.</p>
4. DATA PROCESSED
<p>Data processed are the following (all are mandatory):</p> <ul style="list-style-type: none">- Name and surname of the applicant- Contact details - e-mail address, postal address.
5. RECIPIENTS OF THE DATA
<p>The data will be disclosed to:</p> <ul style="list-style-type: none">- Media and Communications Unit (MCU) staff- Directors of Directorates, staff members dealing with the preparation of response, Legal Advisor, Deputy Chief Executive, Chief Executive.
6. PROTECTION AND SAFEGUARDING OF THE DATA
<p>Data will be processed in accordance with the high security standards established by EDA. Within the EDA network the data access is limited to MCU staff and IT Administrators.</p>
7. RIGHT OF ACCESS AND RECTIFICATION OF THE DATA
<p>Data subjects have the right to access their personal data and the right to correct any inaccurate or incomplete personal data, as well as to request the removal of their personal data, which will be implemented within 15 working days after the request has been</p>

deemed legitimate.

If the data subject has any queries concerning the processing of his/her personal data, s/he may address them to the data controller at the following mailbox: info@eda.europa.eu

8. TIME LIMIT FOR STORING DATA

Data will be retained only for the time needed to perform the task for which they were collected or processed, which in any case should not be longer than 2 years.

9. LEGAL BASIS FOR THE PROCESSING OPERATION

Article 5 (d) of Regulation 2018/1725;

Articles 30 and 31 of Council Decision (CFSP) 2015/1835 of 12 October 2015 defining the statute, seat and operational rules of the European Defence Agency;

Article 2(1) of Regulation 1049/2001.

10. CONTACT DPO

In case you have any questions or queries concerning data protection at the European Defence Agency, you can also contact the Data Protection Officer at dataprotection@eda.europa.eu.

11. RECOURSE TO EDPS

As a data subject you have the right to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>) at edps@edps.europa.eu.

12. ADDITIONAL INFORMATION

More information on Data Protection at the European Defence Agency can be obtained on our public website <https://www.eda.europa.eu/Aboutus/how-we-work/data-protection>.