

Privacy Statement/ Data Protection Notice

For the processing activity: Assessment of requests for authorisation and declarations relating to individual ethical obligations.

This Privacy Statement provides information on the processing and the protection of your personal data and on the rights you have as a data subject.

1. TITLE OF THE PROCESSING ACTIVITY

Assessment of requests for authorisation and declarations relating to individual ethical obligations

2. CONTROLLER OF THE PROCESSING ACTIVITY

EUROPEAN DEFENCE AGENCY
EDA Corporate Services Directorate
ethics@eda.europa.eu

3. PURPOSE OF THE PROCESSING ACTIVITY

The purpose of this processing activity is to examine the requests for authorisation and declarations relevant to ethical obligations of active EDA personnel and of former EDA staff members, to assess whether these are compatible with the interests of the Agency and the statutory obligations foreseen in Chapter 2 of EDA Staff Regulations (Council Decision (EU) 2016/1351) and Article 8 of EDA SNE Rules (Council Decision (EU) 2016/1352). Following this assessment, a request may be authorised, authorised with restrictions, or refused.

- (a) Requests for authorisation to engage in an occupational activity after leaving EDA
- (b) Requests for authorisation for publications and speeches
- (c) Requests for authorisation to engage in an outside activity
- (d) Declarations of spouse employment
- (e) Requests for authorisation to receive gifts and hospitality

4. DATA PROCESSED

Data subject categories:

- Active EDA personnel,
- Former staff members,
- Spouses of staff members for activity (d)

Data categories processed:

- For all activities:
For EDA personnel: Name, surname, contact details, position, job description, contract duration, EDA personnel number, supporting documents (optional), assessment of the Ethics officer, opinion of reporting line managers, decision of the AACC.

- For activity (a):
For EDA staff members: future job title, position, duties, duration, type of activity and future employer.
- For activity (b):
Scope and summary of the publication/speech, location or means of publication, dates, fee or remuneration received, financial arrangements.
- For activity (c):
Type of activity, scope and description of the activity, location, company or organisation, dates and duration, overlap with working days and hours, financial arrangements.
- For activity (d):
Name and surname of spouse, organisation or company, position and job description.
- For activity (e):
Types of gifts and hospitality, value, and originator.

5. RECIPIENTS OF THE DATA

Human Resources Unit

EDA personnel's reporting line managers (Head of Unit, Director, DCE and CE)

EDA Ethics Officer

EDA Legal Unit on a need-to-know basis.

6. MEANS OF PROCESSING AND MEASURES OF SECURITY OF THE DATA

EDA has implemented appropriate technical and organizational measures (firewalls, checkpoints, antivirus) to ensure a level of security appropriate to the risks represented by the processing and the nature of the personal data to be protected. Such measures have been taken to prevent any unauthorized disclosure or access, accidental or unlawful destruction, accidental loss or alteration, and to prevent all others unlawful forms of processing.

7. RIGHT OF ACCESS TO YOUR PERSONAL DATA AND OTHER RIGHTS OF THE DATA SUBJECT

Data subjects can exercise the rights awarded to them by the Regulation (EU) 2018/1725. Data subjects have the right to request access to their personal data, the right to rectify any inaccurate or incomplete personal data, the right to request the deletion of their personal data, the right to request restriction of the processing of their personal data and the right to object to the processing. Personal data processed for the purpose of this activity is not subject to automated decision making or profiling.

Data subject requests will be handled within one month of receipt of the request and in accordance with Article 14(3) of the Regulation (EU) 2018/1725.

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: ethics@eda.europa.eu.

8. RETENTION OF THE DATA

Requests for authorisation and declarations are processed in FlowForma workflows. Documents and personal data contained therein are stored at EDA Legal Unit folders. Decisions on requests for authorisation and documents relevant to declarations are stored in staff member's personal file, in accordance with Art. 33 and Art. 104 of the EDA Staff Regulations, for a period of 5 years after the jobholder has terminated employment at the

Agency. The same filing practice and retention is applied for recruited SNEs and trainees.

9. LEGAL BASIS FOR THE PROCESSING OPERATION

The legal basis of processing is Article 5(1)(a) of the Regulation (EU) 2018/1725. Processing is necessary to perform the tasks carried out by EDA in public interest or in the exercise of official authority vested in EDA. More precisely, EDA processes personal data in assessing individual ethical obligations to ensure that requests for authorisation and declarations are compatible with the interests of the Agency and the statutory obligations provided in Chapter 2 of EDA Staff Regulations (Council Decision (EU) 2016/1351), in Article 8 of EDA SNE Rules (Council Decision 2016/1352) and in the applicable EDA Decisions respectively:

- EDA Chief Executive Decision N 18/19 of 18 June 2018 adopting the EDA's policy on the prevention and management of Conflict of Interest.
- EDA Chief Executive Decision N 18/17 of 16 May 2018 on outside activities and assignments
- EDA Chief Executive Decision N 18/20 of 20 June 2018 adopting guidelines on gifts and hospitality.

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.