

## PRIVACY STATEMENT

### for the processing operation of contact details/personal GSM

<p><b>1. INTRODUCTION</b></p>
<p>This Privacy Statement describes the measures taken to protect your personal data with regard to the action involving the present data processing operation 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>
<p><b>2. CONTROLLER OF THE PROCESSING OPERATION</b></p>
<p>EUROPEAN DEFENCE AGENCY Rue des Drapiers 17-23 B-1050 Brussels www.eda.europa.eu</p>
<p><b>3. PURPOSE OF THE PROCESSING</b></p>
<p>Collection of private/service telephone numbers to allow contact with ISE Directorate colleagues in relation to work related issues while they are out of the office during working hours.</p>
<p><b>4. DATA PROCESSED</b></p>
<p>The personal data processed are: private/service telephone numbers.</p>
<p><b>5. RECIPIENTS OF THE DATA</b></p>
<p>Private/service telephone numbers are available to all ISE Directorate Staff.</p>
<p><b>6. PROTECTION AND SAFEGUARDING OF THE DATA</b></p>
<p>Having regards to the state of the art and the cost of their implementation, the controller has implemented appropriate technical and organisational measures (checkpoints, firewalls, antiviruses) to ensure a level of security appropriate to the risks represented by the processing and the nature of the personal data to be protected.</p> <p>Such measures have been taken in particular to prevent any unauthorised disclosure or access, accidental or unlawful destruction or accidental loss, or alteration and to prevent all others unlawful forms of processing.</p> <p>Data are only available to ISE Staff. Only ISE Directorate Assistants have access to the excel file.</p>
<p><b>7. RIGHT OF ACCESS AND RECTIFICATION OF THE DATA</b></p>
<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 5 working days after the request has been deemed legitimate. If the data subject has any queries concerning the processing of his/her personal,</p>

s/he may address such a request to the ISE Assistants' functional mailbox: [cps@eda.europa.eu](mailto:cps@eda.europa.eu)

Data are erased immediately upon request from the data subject concerned.

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

Telephone numbers are retained for the period of assignment of staff member(s) or until they instruct that the details should be deleted.

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

- Articles 5(a) and 5(d) of Regulation 2018/1725;
- Article 31 of Council Decision (CFSP) 2015/1835 of 12 October 2015 defining the statute, seat and operational rules of the European Defence Agency.

#### **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](mailto: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](mailto: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>.