

PRIVACY STATEMENT

for the processing operation of personal data related to the management of Facility Security Clearance (PSC)

1. INTRODUCTION

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.

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).

2. CONTROLLER OF THE PROCESSING OPERATION

European Defence Agency
Rue des Drapiers 17-23
B-1050 Brussels
www.eda.europa.eu

3. PURPOSE OF THE PROCESSING

This processing operation serves the purpose of ensuring that access to EUCI (EU classified information) is only granted to individuals who have been security cleared to the relevant level, and of course after:

- a) their need-to-know has been determined;
- b) they have been briefed on the security rules and procedures for protecting EUCI and has acknowledged their responsibilities with regard to protecting such information; and
- c) information is classified CONFIDENTIEL UE/EU CONFIDENTIAL or above.

4. DATA PROCESSED

- Type and level of clearance;
- Expiry date;
- Basic identity data (ID/passport number, date and place of birth, etc).

No personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and of data concerning health or sex life, are processed.

5. RECIPIENTS OF THE DATA

- Internal recipients: HR Unit
- External recipients: EDA participating Member States' National Security Authorities/ Designated Security Authorities

6. PROTECTION AND SAFEGUARDING OF THE DATA

Electronic and original PSC certificates are stored in the EDA IT Server and/or in the Security containers of the Security Office. The controller has implemented appropriate technical and organisational measures to ensure a level of security appropriate to the risks represented by the processing and the nature of the personal data to be protected.

7. RIGHT OF ACCESS AND RECTIFICATION OF THE DATA

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 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 mailbox : security@eda.europa.eu

or to the address:

Head of Security & Infrastructure Unit
Rue de Drapiers 17-23
1050-Ixelles, Brussels (Belgium)

8. TIME LIMIT FOR STORING DATA

For EDA personnel, personal data will be kept up to 1 month after termination/end of contract.

The personal data of delegates and officials from EDA pMS, from third countries, other EU institutions staff, etc. will be immediately destroyed after meeting or need finished or extinguished.

For the original paper document:

EDA is required to return to the national security authority or other competent national authority the original Personnel Security Clearance of its staff on termination of his/her employment contract in accordance with records being maintained respectively by each Member State and EDA.

9. LEGAL BASIS FOR THE PROCESSING OPERATION

Article 5(b) from 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.

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>.