

PRIVACY STATEMENT

for the processing operation of personal GSM details

1. INTRODUCTION
<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>
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>Collection and processing of GSM details for CAP Directorate personnel, for contact in relation to work related issues while they are out of the office during working hours.</p>
4. DATA PROCESSED
<p>Data processed are the following: GSM numbers of private or work phones (depending on which is held by the staff member)</p>
5. RECIPIENTS OF THE DATA
<p>The data is available to all CAP Directorate personnel only. Personal data will not be shared with non-CAP personnel without permission from the staff member concerned.</p>
6. PROTECTION AND SAFEGUARDING OF THE DATA
<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>Only CAP Directorate staff has access to the Excel list containing the GSM details.</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</p>

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 data, s/he may address such a request to CAP Assistants' functional mailbox (CAT@eda.europa.eu).

Personal data are erased immediately on request from the data subject.

8. TIME LIMIT FOR STORING DATA

Personal data is retained until the staff member leaves the EDA, until they delete the data themselves or until they instruct that the personal data 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.

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>.