

PRIVACY STATEMENT

for the processing operation of Internal Audit

<p>1. INTRODUCTION</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>2. CONTROLLER OF THE PROCESSING OPERATION</p>
<p>EUROPEAN DEFENCE AGENCY Rue des Drapiers 17-23 B-1050 Brussels www.eda.europa.eu</p>
<p>3. PURPOSE OF THE PROCESSING</p>
<p>The purpose of the processing is the verification of invoices in order to ensure that the use of the mobile phone by each staff member does not exceed the "flat rate", in other words, the verification of detailed invoices in case of high invoiced amounts. The need to process data is considered necessary for the management and functioning of EDA. As the policy states service mobile phones are a professional tool and provided to certain members of staff in the context of performance of professional activities.</p>
<p>4. DATA PROCESSED</p>
<p>Depending on the nature and the scope of audits, the IA has full access to data, which is relevant for the audit exercise. Access to necessary information includes the possibility of crossing data collected by various sources through different databases provided that it serves the purpose of the specific audit. In the course of his duties the IA will process (i.e. handle) such personal information as described above. However, for the most part the information presented in the final Annual audit reports is anonymized.</p>
<p>5. RECIPIENTS OF THE DATA</p>
<p>The processing is used to produce the IA annual report which is delivered to Chief Executive and presented to Agency's Management Board (AMB), in accordance with the EDA Financial Rules. The IA submits to the Agency an annual internal audit report indicating the number and type of internal audits carried out, the recommendations made, and the action taken on those recommendations. However, as noted above the IA Annual report is as a rule presented in an anonymized way.</p>
<p>Each year the Chief Executive forwards a report to the Steering Board summarizing the number and type of internal audits carried out, the recommendations made, and the action taken on those recommendations. This report contains no personal data.</p>
<p>6. PROTECTION AND SAFEGUARDING OF THE DATA</p>

Data will be processed in accordance with the high security standards established by EDA. It is the sole responsibility of the IA to ensure that data and reports are stored in a security locker where only the IA has access.

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, if not already anonymized.

The request will be implemented within 10 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 following mailbox: pavlina.markovska@eda.europa.eu

Justified requests for blocking/erasure are treated within 10 working days after the request has been deemed legitimate.

8. TIME LIMIT FOR STORING DATA

The IA of EDA retains personal data for a maximum period of two years following the conclusion of the audit.

9. LEGAL BASIS FOR THE PROCESSING OPERATION

Article 5(a) 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>.