

PRIVACY STATEMENT

for Internal Active Directory & other internal IT applications

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>The purpose of Internal IT applications like the Active Directory is to provide each legitimate user with valid credentials to EDA network and its resources and manage the access rights thereto. The Active Directory (AD) is a core database, which Microsoft Servers use to store information about the users of the system. It enables the network communication between devices and the functioning of most EDA software applications and EDA work assets.</p>
4. DATA PROCESSED
<p>Data processed are the following:</p> <ul style="list-style-type: none"> - electronic data on official business coordinates: first name, last name, email, telephone number, title, unit, and office number, - credentials to access EDA resources (encrypted), - other personal data that may be necessary for the purpose.
5. RECIPIENTS OF THE DATA
<p>Active Directory data is accessible to all EDA staff. It is used as internal identification mechanism for all EDA applications.</p>
6. PROTECTION AND SAFEGUARDING OF THE DATA
<p>EDA has implemented appropriate technical and organisational 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.</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>
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.</p>

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: EdaITTeam@eda.europa.eu.

Throughout the employment of staff, blocking of data and erasure is not possible in order to allow system functionality (incl. ability to allow authentication to legitimate business users to system). Data can be blocked once the active service has ended.

8. TIME LIMIT FOR STORING DATA

Personal data is kept as long as necessary for granting access to the respective IT applications. Data is erased automatically 30 days after the employee leaves the agency.

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>.