



PRIVACY STATEMENT - DATA PROTECTION NOTICE

FOR THE PURPOSE OF
PROCESSING PERSONAL DATA
RELATED TO VISITOR DRIVER MANAGEMENT
IN THE EUROPEAN UNION ADVISORY MISSION IN CENTRAL AFRICAN REPUBLIC
(EUAM CAR)

1. INTRODUCTION

The protection of your privacy including your personal data is of great importance to the European Union and to European Union Advisory Mission in RCA (EUAM RCA). Consequently, all personal data that can identify you either directly or indirectly will be handled legitimately and with the necessary care.

This 'Data Protection Notice and Privacy Statement' describes how EUAM RCA processes your personal data for the purpose for which it has been collected and what rights you have.

When processing personal data, EUAM RCA reflects the provisions of the Charter of Fundamental Rights of the European Union and in particular its Article 8 on the protection of personal data.

Your personal data is collected, processed, and stored by EUAM RCA in accordance with the principles and provisions laid down in the applicable legislation on data protection, including the Regulation (EU) 2018/1725 (of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices, and agencies and on the free movement of such data; aligned with the provisions of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation)'; and in accordance with the Civilian Operations Commander's Instruction 12-2018 as well as with EUAM RCA's Standard Operating Procedures (SOP) on the protection of personal data.

2. PURPOSE OF THE PROCESSING: Why we process your data?

The main purpose of the data processing activity is to ensure that the duty vehicles will be driven in line with the host country legislation regulations and EUAM RCA internal regulations, and to ensure proper use of Mission vehicles and to reimburse the private use of Mission vehicles.

3. DATA PROCESSED: what data we process?

The personal data concerned are:

- Date of conducting and passing the EUAM RCA vehicle induction training
- Drivers' full names
- Driver's photo
- Driver's place of birth
- Driver's date of birth
- Driving licence issuing and expiring dates, issuing authority
- Opened driving categories
- Date of private trip
- Mileage driven

4. DATA CONTROLLER: Who is entrusted with processing your data?

The Controller determining the purpose and the means of the processing activity is the CSDP Mission EUAM RCA. The EUAM RCA section responsible for managing the personal data processing is Logistics and Transport Unit under the supervision of the Head of Mission.

5. RECIPIENTS OF THE PERSONAL DATA: Who has access to your data?

With regards to copies of driving licences, only those staff members who are involved into the vehicle induction training: Transport manager, Transport administrative officer, Transport assistant.

With regards to the private use, the authorised people are Transport manager (who is drafting reports), the Transport administrative officer (who is dealing with the confirmations from the Mission members) and the respective officer from the Finance unit (to whom these data is being forwarded).

Ex-ante verification officers are provided, monthly, with the declarations from Mission members to verify the reimbursement. Ex-post financial controller and auditors are provided with reports if needed for internal or external financial control or audits.

6. ACCESS, RECTIFICATION, ERASURE OF DATA: What rights do you have?

You have the right to access your personal data and the right to request for correction of any inaccurate or incomplete personal data, as well as to request the removal of your personal data, if collected unlawfully, which will be implemented within one month after the receipt of your request. If you have any queries concerning the processing of your personal data, you may address them to the functional mailbox: data.protection@euam-rca.eu

7. LEGAL BASIS: On what grounds we collect your data?

- Council Decision 2019/2110/CFSP, 09 December 2019 with its subsequent amendments and the OPLAN endorsed by Political and Security Committee (PSC).
- Civilian Operations Commander Instruction 12/2018 on the SOP on Personal Data Protection
- EUAM RCA SOP on Data Protection
- EUAM SOP of the Logistics and Transport Unit
- Personal data is processed for the execution of the Mission's mandate and Head of Missions' duty of care for security.

8. TIME LIMIT - DATA STORING: For what period and how we process your data?

The retention period for the data is 5 years unless the data is needed for a legal process or a damage claim. In case data is needed for a legal process or damage claim, the relevant data may be retained beyond the normal retention periods for as long as it is necessary to complete the process.

In case of security incident/criminal investigation concerned data is under specific legislation (RCA or EU Member State). With regards to the reimbursement of private use, the data retention period is according to the Finance regulations.

9. MISSION DATA PROTECTION ADVISOR: Any questions to the MDPA

In case you have questions or concerns related to the protection of your personal data, you can also contact the Mission Data Protection Advisor (Legal Adviser) at the functional mailbox of the Mission (data.protection@euam-rca.eu)

10. RECOURSE

You have at any time the right of recourse that you may send to the Head of the Mission of EUAM RCA, with the Mission Data Protection Advisor (Legal Adviser) in copy at data.protection@euam-rca.eu