



PRIVACY STATEMENT - DATA PROTECTION NOTICE

FOR THE PURPOSE OF
PROCESSING PERSONAL DATA

RELATED TO THE EXTRAORDINARY MEASURES IN VIEW OF THE COVID-19 EMERGENCY
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 CSDP MISSIONS. WHEN PROCESSING PERSONAL DATA WE REFLECT THE PROVISIONS OF THE CHARTER ON FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION, AND IN PARTICULAR ITS ART. 8. THIS PRIVACY STATEMENT DESCRIBES HOW THE CSDP MISSION PROCESSES YOUR PERSONAL DATA FOR THE PURPOSE IT HAS BEEN COLLECTED AND WHAT RIGHTS YOU HAVE AS A DATA SUBJECT. YOUR PERSONAL DATA ARE PROCESSED IN ACCORDANCE WITH THE PRINCIPLES AND PROVISIONS LAID DOWN IN THE PERTINENT LEGISLATION ON DATA PROTECTION, INCLUDING THE REGULATION (EC) 45/2001 ON THE PROTECTION OF INDIVIDUALS WITH REGARD TO THE PROCESSING OF PERSONAL DATA BY THE COMMUNITY INSTITUTIONS AND BODIES AND ON THE FREE MOVEMENT OF SUCH DATA AND ITS SUCCESSIVE LEGISLATIVE ACT. ALL DATA OF A PERSONAL NATURE - NAMELY DATA THAT CAN IDENTIFY YOU DIRECTLY OR INDIRECTLY - WILL BE HANDLED FAIRLY AND LAWFULLY WITH THE NECESSARY CARE.

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

The overall purpose of the activities covered in this record is to ensure the compliance with public health requirements during the emergency, protection of all EUAM RCA staff and third party by containing and preventing the spread of the COVID-19.

For this purpose, additional data, including medical related data, is collected, and retained. Health related data is primarily collected and retained by EUAM RCA Medical Adviser(s) and in special cases coordinated with the CPCC COVID-19 Taskforce. Travel related data is collected for the purpose of implementing the confinement requirements imposed by the host countries and by the . Where the standard procedures of EUAM RCA apply and no additional data is collected or processed, the documentation recording data processing activities and their linked Privacy Statements are applied in full.

3. DATA PROCESSED: what data we process?

In order to achieve the set purposes, several data processing activities are necessary:

1. Processing or additional data, including health related data for the purpose of protection of public health and notification to the staff and other individuals.

In case contaminated individuals or persons at risk are identified, personal data, including health related data, is collected. These individuals may be required to stay in isolation pursuant to the requirements of the host country and to provide the identity of other individuals with whom they were in contact. The identified persons are tracked and notified accordingly.

The disclosure of the name of a person contaminated or suspected to be contaminated is to be avoided. In accordance with the data minimisation principle, the staff and other individuals who were identified as close contacts of an infected individual, to the extent possible should receive only "de-personalised" information.

Following the instructions of the Civilian Operation Commander, the additional medical information might be collected and retained about the staff who fall under the group of vulnerable staff. The purpose of this information is to protect the staff who are identified as having higher risk to become seriously ill if infected. The staff identified as vulnerable may be required to present additional information about their health condition or to undergo additional medical examination. This information is transferred exclusively to EUAM RCA Medical Adviser. The disclosure of the name of the person falling under the category of vulnerable staff should be avoided. The names of the vulnerable staff can be disclosed only those units who might need to take a special action related to the status of the vulnerability, such as the Data Protection Office, Human Resources, CPCC Corona Task Force and others.

The adequate but limited data only relevant for the purpose may be transferred to the CPCC COVID-19 Taskforce, local hospitals or to national authorities, as appropriate.

2. Storage of specific data related to COVID-19.

Specific data required for emergency measures and follow-up on cases of contamination and suspected infection and information on vulnerable staff, need to be stored in properly secured folders for the explicit purpose of protection of health.

3. Coordination of repatriation, voluntary return, and facilitation of "rotation" programme for the purpose of returning to the EU.

To assist the effective coordination, specific data is required for the emergency measures and for preparation of departure from or return to the host country. Data processing takes place by receiving information and creating a consolidated list of staff members departing or entering the host country. The additional personal data might be collected by the HR to prepare the documentation required by host country or country of origin in order to facilitate the travel arrangements. Such information will be transferred to EU Delegation in Bangui to coordinate it with the RCA MFA.

4. Information about potential vaccination

Following any request of host authorities in the Central African Republic or the CPCC, EUAM RCA will collect and process personal data required for planning purposes to prepare for the efficient distribution of the vaccine. The data may be transferred to the relevant institutions of the host authorities. The data processing does not in any way represent the consent of the staff to be vaccinated.

EUAM RCA will collect the data on who is vaccinated to ensure smooth travel arrangement to the staff. The information on who is vaccinated shall be processed by the Medical Adviser.

5. Processing of personal data for the purposes of office disinfection

In accordance with safety measures in place for the corona emergency, the offices of staff members contaminated or suspected to be contaminated with COVID-19 must be disinfected. To carry out the necessary duties, EUPOL COPPS' Logistic Department, needs to receive names of suspected/probable/confirmed cases from EUAM RCA Medical Adviser. There is no retention or transmission of this information, only the office numbers are subsequently processed.

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

The Controller determining the purpose and the means of the processing operation is EUAM RCA. The staff and units identified in Sections 3 and 5 are responsible for managing the personal data processing operation which is under the supervision of the Head of Mission

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

The recipients of the personal data may be:

- EUAM Medical Adviser.
- Dedicated Data Protection staff members;
- Assigned staff of the Senior Management Team;
- Assigned staff of the Human Resources Unit in cases defined in part 4.
- Assigned staff of the Transport and Logistics Unit in cases defined in part 4.
- CPCC COVID Taskforce.
- Authorities of host country in order to comply to public health and travel requirements.
- Local health care facilities and services
- EU Delegation in Bangui when it is necessary to liaise with the RCA authorities.
- External suppliers selected following the procurement procedure in cases of medical evacuation.

Given the sensitivity of health data, it should only be processed by the Medical Adviser. However, during the COVID-19 emergency, other EUAM RCA staff might need to process the health related data for purposes such as contact tracing, medical evacuation, adhering to the requirements of the host countries and other. The staff dealing with these security, administrative or financial procedures should sign a specific confidentiality declaration and they should be reminded of their confidentiality obligations regularly. The staff that needs to sign the specific confidentiality declaration is identified by the data controller.

The personal data may be transferred to the third countries.

EUAM RCA may reach out to the third countries and their authorities to organise the repatriation flights, gain entry authorisation, extension of visas, MFA cards, to communicate other information required by host authorities.

While EUAM RCA transfers the personal data to the third countries, EUAM RCA is following the requirements of the SOP on Personal Data Protection. There is no reason to assume that the data subjects' legitimate interests might be prejudices and this it is proportionate to transmit the personal data for the specific purpose defined above.

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

You have the right to access your personal data and the right to correct 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 10 working days after your request will have been deemed legitimate. 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
- Civilian Operations Commander's Instructions 27/2020, 28/2020 and other instructions on handling the COVID-19 emergency situation.
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?

Data, including health related data, collected in the context of the COVID-19 emergency is intended to be kept not longer than necessary for that specific purpose. The data should be retained only if the crisis related to the pandemic is upheld with the subsequent technical retention until the data is detected, destructed or anonymised.

The data is kept for the specific period as defined bellow:

- Data concerning contamination or risk factors provided by the prospective visitors (if any) prior to the meetings, held before confinement measures, are kept for 14 days (timeframe set and subsequently adjusted following guidelines of ECDC and WHO) unless it is necessary to keep this information longer for the purpose of the protection of public health.
- Data related to contract tracing is kept until follow-up safety or other measures are necessary.
- Emergency related medical information, including underlying health conditions as it is defined in the CivOpsCmdr instructions on vulnerable staff, and medical data on positive COVID-19 staff members will be retained as part o the medical filing system.
- Data controlled at the entry to the Headquarters for standard access control purposes is kept in accordance with the ordinary access control retention periods.

In case of an accident, event or enquiry by local authorities, data subjects or other concerned individuals, the personal data will be preserved if the legal claims arising from the investigations expire or any follow-up action is due. This includes pending cases, appeals and court judgements to allow for the exhaustion of all legal remedies. The personal data should not be kept longer than 5 years after the judgement on the pending cases is final.

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 Adviser (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 Adviser (Legal Adviser) in copy at data.protection@euam-rca.eu