



## EUROPEAN UNION ADVISORY MISSION IN THE CENTRAL AFRICAN REPUBLIC PRIVACY STATEMENT ON MEDICAL DATA

### I. LEGAL BASIS AND SCOPE:

The protection of your privacy including your personal data is of great importance to the European Union and to European Union Advisory Mission the Central African Republic (EUAM CAR). When processing personal data we respect the principles of the charter on Fundamental Rights of the European Union, and in particular article 8 on data protection.

This privacy statement describes how EUAM CAR processes your personal data for the purpose for which it is collected and what rights you have as a data subject. Your personal data is processed by EUAM CAR in accordance with Regulation (EU) 2018/ 1725 of the European Parliament, 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 (repealing Regulation (EC) No 45/2001), Decision No 1247/2002/EC of 11 December 2018, aligned with provisions of the General Data Protection Regulation (EU) 2016/679 and in accordance with the Civ-OpsCdr instruction 12-2018 and subsequent amendments to the SOP on the Protection of personal data for CSDP Missions.

All data of personal nature which potentially can identify individuals directly or indirectly is processed fairly for specified purposes and in accordance with the law.

### II. PURPOSE:

Why do we process your data? The main purpose of processing medical data is to enable the Mission to provide medical advice/treatment and psychological support to the Mission Members during their tour of duty/contract period.

III. DATA PROCESSED: What data we process? The data, including personal data, includes the following information:

- surname(s), middle and first name(s)
- date and place of birth
- gender
- nationality
- country and place of birth
- home address (residence)
- insurance reference number
- mission ID number
- phone numbers and email addresses
- blood type

- various agreements/attestations/certifications/evaluations/declarations:
  - medical questionnaire or medical clearance form (fit for duty)
  - vaccination certificates
  - sick leave certificates and medical reports (GP, Specialist, Hospital)
  - pregnancy confirmation certificates

#### IV. DATA CONTROLLER:

Who is entrusted with processing your data? The Data Controller for EUAM CAR is the Head of Mission.

#### V. ACCESS:

Who has access to your data? The Head of Mission, the Deputy Head of Mission, Medical staff, the SMSO as appropriate and in medical emergencies relevant senior mission managers.

#### VI. ACCESS, RECTIFICATION, ERASURE OF DATA:

What rights do you have? You have the right to access your medical data, including to request correction of demonstrably inaccurate or incomplete medical data. In the unlikely event it is unlawfully collected you may request it is deleted.

#### VII. LEGAL BASIS:

On what grounds do we collect your data?

- Council Decision: Counsel Joint Action 2008/796/CFSP and subsequent amendments, including the latest Counsel Decision (CFSP) 2016/2238
- The OPLAN EEAS
- CivOpsCom Instruction 12/2018 - SOP on Personal Data Protection
- EUAM CAR - SOP on Personal Data Protection
- The Status of Mission Agreement between the Central African Republic and the European Union/EUAM CAR
- The Human Resource Handbook

#### VIII. DATA STORAGE AND SECURITY:

How is it organised? As a general rule all medical data is stored electronically and is solely available to authorised medical staff. Data is stored for the duration of the MM's tour of duty/employment period. All data is stored and retained in accordance with the law and regulations, including the EUAM CAR SOP on Personal Data Protection. Specifically, the following measures applies:

- Personal e-data is stored on the Mission's secure servers.
- Personal data is processed by authorised staff on a need to know basis and appropriate measures are employed to safeguard data. For instance, access rights ensure that data is accessed by authorised staff for specific and lawful purposes only, eg. by the Mission's medical staff and/or Mission Security. In addition, further measures are employed to safeguard the data, eg. password protection, data encryption, system monitoring to detect potential unusual activities.
- Hard copies of medical data information are kept in secure and locked metal file cabinets.

## IX. RETENTION PERIOD:

How long is data retained? As a general rule Mission Members medical data will be retained for 30 years after termination of duties. However, five years after termination of duty medical data will be moved to a separate drive accessible only to HOM and the CPCC Chief Medical Officer. In case of Mission closure such medical data will be archived with the EEAS Information and Document Management Sector.

For non-selected candidates the medical data is retained for two years after completion of the relevant Call for Contribution after which it is permanently deleted. In cases involving litigation or a complaint the medical data will be retained for 5 years after the final decision/judgment is rendered.

After the expiry of the respective retention periods all medical data (electronic and hard copy) will be permanently deleted by shredding, burning or erasure of all data storage.

## X. MISSION DATA PROTECTION ADVISOR:

If you have questions related to the protection of your medical data, please contact the Mission's Data Protection Advisor (MDPA) at: [data-protection@euam-rca.eu](mailto:data-protection@euam-rca.eu)

## XI. RECOURSE

If you have a request or complaint, you may write to the HOM of EUAM CAR.