



# PRIVACY STATEMENT - DATA PROTECTION NOTICE

FOR THE PURPOSE OF  
PROCESSING PERSONAL DATA  
RELATED TO THE USE OF TELEPHONY COMMUNICATION SERVICES  
IN THE EUROPEAN UNION ADVISORY MISSION IN CENTRAL AFRICAN REPUBLIC  
(EUAM RCA)

## 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 purpose of the data processing activity is to determine the amount reimbursable to the Mission for the personal use of the Mission's telephony communication services by Mission Members.

## 3. DATA PROCESSED: what data we process?

The data, including personal data, which may be processed for that purpose are the following:

1. Name of Mission Member
2. Mission ID
3. Mission phone number(s)
4. Mission email address
5. SIM card number(s), PIN and PUK codes
6. Call data records (number dialled, date, time start, time end, type of service, duration, cost)

## 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 CIS unit under the supervision of the Head of Mission.

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

The recipients of your data are assigned EUAM RCA staff in CIS, Finance, and the Verification Officer and may include assigned staff in Human Resources Management Unit in certain End of Mission cases. Upon request personal data is given for the purpose of internal ex-post financial control and for internal or external auditing.

The given information will not be communicated to third parties other than outlined above.

Personal data may be accessed by assigned EUAM RCA CIS staff in the performance of their normal duties for remote technical support and maintenance of our database system where the personal data is stored.

#### **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](mailto: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 RCA SOP on Communication and Information Systems (CIS)

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

Retention of data:

No retention period is defined.

Security of data:

Appropriate technical and organisational measures are ensured:

- *Electronic format:* the data will be stored on the servers that abide by the pertinent security rules. Personal data will be processed by assigned staff members. Files have authorised access. Measures are provided to prevent non-responsible entities from accessing data. General access to all collected personal data and all related information is only possible to the recipients with a User ID/Password.
- to prevent any unauthorised person from gaining access to computer systems; any unauthorised reading, copying, alteration or removal of storage media; any unauthorised memory inputs; any unauthorised disclosure, alteration or erasure of stored personal data; unauthorised persons from using data-processing systems by means of data transmission facilities;
- to ensure that authorised users of a data-processing system can access no personal data other than those to which their access right refers; the possibility to check logs; and that personal data being processed on behalf of third parties can be processed only on instruction of the controller; furthermore that, during communication or transport of personal data, the data cannot be read, copied or erased without authorisation;
- to record which personal data have been communicated, at what times and to whom.

#### **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](mailto: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.