



PRIVACY STATEMENT - DATA PROTECTION NOTICE

FOR THE PURPOSE OF
PROCESSING PERSONAL DATA
RELATED TO VIDEO SURVEILLANCE SYSTEMS-CCTV
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 (video-surveillance system, hereinafter "CCTV") is to ensure the protection of the Mission's security interests. Purpose is to deter and prevent unauthorised access and entry to EUAM RCA property and to ensure the Duty of Care, most importantly the safety of staff and visitors but also including Mission premises, physical assets, information and reputation from harm and damage.

The live stream from EUAM RCA cameras is monitored either by EUAM RCA Security and Duty of Care Department (hereinafter "SDCD") staff or by Local Contracted Security Company's security personnel working for the EUAM RCA

The recorded footage covers a security system supported by surveillance cameras. The recorded information is protected and safeguarded adequately.

Access to the recorded CCTV footage is only available for defined EUAM RCA SDCCD personnel and only in duly justified cases to third parties as described under point 5.

3. DATA PROCESSED: what data we process?

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

1. Video images of persons and vehicles (where register plates may be seen).
2. Recordings of video live images mentioned in the previous point.

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 Security and Duty of Care Department under the supervision of the Head of Mission.

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

Footage can be viewed "live stream" when necessary in order to fulfil their tasks, by :

Auhtorized Mission members :

- Head of Mission and defined mission members of the SDCD;
- Mission members who maintain the CCTV system, namely staff at EUAM RCA Communication and Information System Unit, with a specific single (case-by-case) access authorization from SDCD staff;
- CIS as administrator of the EUAM RCA network;
- Relevant officers involved in a disciplinary proceedings, in a case of a need, with a specific single (case-by-case) access authorization from SDCD staff.

Other than Mission members :

- In duly justified cases security and police authorities of RCA or, in exceptional circumstances, other authorities of RCA as well or when granting such an access is essential for the Mission security interests, upon authorisation by Head of Mission or Senior Mission Security Officer;
- Local Contracted Security Company's staff supporting the Mission on security related tasks;
- Local Contracted Security Company's staff in charge of hardware (such as a new screen or a camera) and software for CCTV system;
- In duly justified cases other investigating EU institutions or Member States authorities after authorisation by Head of Mission or Senior Mission Security Officer.

In case of recorded footage, images can be watched by, when necessary in order to fulfil their tasks, by :

Auhtorized Mission members :

- Head of Mission and defined mission members of the Security and Duty of Care Department;
- CIS as administrator of the EUAM RCA network
- Relevant officers involved in a disciplinary proceedings, in a case of a need, with a specific single (case-by-case) access authorization from SDCD staff

Other than Mission members :

- In duly justified cases security and police authorities of RCA or, in exceptional circumstances, other authorities of RCA as well or when granting such access is essential for the Mission security interests upon authorisation by Head of Mission or Senior Mission Security Officer;
- In duly justified cases other investigating EU institutions or Member States authorities after authorisation by Head of Mission or Senior Mission Security Officer.

Other :

The information in question will not be communicated to third parties, except where necessary for the purposes outlined 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 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

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?

At present the retention period for footage is set for 30 days unless the data is needed for a legal process or a damage claim. Data will be automatically deleted at the end of this period by overwriting.

In case data is needed for a legal process or damage claim, the relevant footage 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, if personal data is transferred to Ukrainian or EU Member State authorities, it becomes a subject to specific legislation of that state/those states.

Security of data:

Appropriate technical and organisational measures are ensured.

- The video surveillance recorded image sequences are stored on hard disks via dedicated IT systems inside the Mission premises. Recorded images may be exported from the server only in duly justified cases, such as described under point 5, by the authorization of the authorized person.
- *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. CCTV-stream is not online and not accessible via internet;
- 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 Data 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)

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.