



PRIVACY STATEMENT

This privacy statement addresses the processing of personal data in relation to the Business Continuity contact lists used at the EEA.

Personal data provided by EEA staff members for the BCP contact list are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 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.

Processing operations are under the responsibility of the Head of IT and internal systems group acting as Data Controller, regarding the collection and processing of personal data.

1. Purpose(s) of the processing

The only purpose of this contact list is to guarantee communication with staff in the case of a business continuity incident, as described in the business continuity plan (BCP). The contact list will only be used by selected BCP / Incident Response Team members when a BCP crisis is declared by the BCP team. Participation in this contact list is voluntary.

The mobile phone numbers would be used in a BCP crisis to send an automatic bulk SMS to all staff with important information, e.g. that the premises are closed the next day.

The contact list of the next of kin (closest family member, partner, or friend) might be used in a BCP crisis if a staff member comes to harm or is unaccounted for.

The BCP contact detail list is completely separated from the HR files so please remember to inform HR about any changes in your contact details.

Your personal data is collected and further processed to communicate in a crisis situation and ensure the safety and wellbeing of staff members in the event of a disaster.

2. Recipients of the data processed

Access to the data registered through the EEA BCP contact information site is limited to selected Business Continuity Plan (BCP) / Incident Response (IR) Team members responsible for the construction of the site. The data is protected by a password. Access to the information is only allowed if a BCP crisis is declared by the BCP/IR team. The list with mobile phone numbers might be used in a test of the bulk SMS communication.

3. Personal data concerned

The BCP contact list collects the following data on a voluntary basis:

- Mobile phone numbers of staff
- Next of kin names, addresses, phone numbers

4. *Obligatory or optional data*

Staff members can enter their contact information on a voluntary basis. There is no obligation to disclose private information.

5. *Categories of data processed*

See paragraph 3 above.

6. *Modalities for the processing operation*

The entry for the BCP contact details is done in an application available on the EEA intranet. The data is then password protected and stored in a web mail service outside the EEA premises.

Safeguarding of data processed

The data collected through BCP contact detail system is only accessible to the above mentioned persons (paragraph 2).

The EEA contact details are processed on servers of the EEA and web servers of companies which abide by EEA's security policy and provisions.

7. *Right of access and rectification*

If you wish to verify, modify or delete the contact details you registered, you can do it yourself via your access to the contact detail system directly.

8. *Legal basis*

The legal bases for the processing operations on personal data are the following:

- o Business Continuity Plan of the European Environment Agency from 30 August 2011

9. *Legality of processing*

Processing is necessary for the performance of a task carried out in the public interest by the Community institutions and bodies which includes the processing of personal data necessary for the management and functioning of those institutions and bodies (Article 5(a) of Regulation (EC) No 45/2001).

10. *Data retention*

Your data collected through the BCP contact details system is stored for as long as this BCP communication tools are in place and the staff member is employed and has not deleted the details.

11. *Right to appeal*

You are entitled to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>; EDPS@edps.europa.eu) if you consider that your rights under Regulation (EC) No 45/2001 have been infringed as a result of the processing of your personal data by the EEA.

You may also contact the EEA's Data Protection Officer (DPO) in case of any difficulties or for any questions relating to the processing of your personal data at the following e-mail address: Data.ProtectionOfficer@eea.europa.eu.