

EEAS PRIVACY STATEMENT

for the purpose of the processing operation

Schoolmaster IT application as part of the Goalkeeper software environment

1. **INTRODUCTION**

THE PROTECTION OF YOUR PRIVACY, INCLUDING YOUR PERSONAL DATA, IS OF GREAT IMPORTANCE TO THE EUROPEAN EXTERNAL ACTION SERVICE (EEAS), THEREBY REFLECTING THE PROVISIONS OF THE CHARTER ON FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION, AND IN PARTICULAR ART. 8 THEREOF. THE PRESENT PRIVACY STATEMENT DESCRIBES THE MEASURES TAKEN TO PROTECT YOUR PERSONAL DATA WITH REGARD TO THE ACTION INVOLVING THE PRESENT DATA PROCESSING OPERATION AND WHAT RIGHTS YOU HAVE AS A DATA SUBJECT.

THE GOALKEEPER – SCHOOLMASTER IT APPLICATION HAS BEEN DESIGNED TO WORK IN SUCH A WAY AS TO ENSURE THAT DATA CONTAINED THEREIN WILL BE PROCESSED IN ACCORDANCE WITH THE PROVISIONS LAID DOWN IN:

1. 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 OF THE FREE MOVEMENT OF SUCH DATA;
2. IMPLEMENTING RULES REGARDING DATA PROTECTION LAID DOWN IN THE DECISION OF THE HIGH REPRESENTATIVE OF THE UNION FOR FOREIGN AFFAIRS AND SECURITY POLICY OF 8 DECEMBER 2011;
3. CONVENTION 108 OF THE COUNCIL OF EUROPE (CONVENTION FOR THE PROTECTION OF INDIVIDUALS WITH REGARD TO AUTOMATIC PROCESSING OF PERSONAL DATA).

THE PROCESSING OPERATION IS IMPLEMENTED BY THE CONTROLLER, THE EUROPEAN EXTERNAL ACTION SERVICE (EEAS) AND ITS CRISIS MANAGEMENT AND PLANNING DIRECTORATE.

2. **PURPOSE OF THE PROCESSING OPERATION**

The aim of the Schoolmaster IT application is to gather information on training opportunities relevant to the EU Common and Security Defence Policy and to crisis management in general as well as to make this body of information easily accessible at a central location. In order to do this, the Goalkeeper –Schoolmaster IT application is made of:

I. The Schoolmaster public environment where course information can be freely consulted by the public.

II. The Schoolmaster back-office environment where registered users upload course information to be visible on the public webpage.

I. The public environment of the Goalkeeper-Schoolmaster provides information on the training courses offered by training institutions who have requested authorization for the use of the back-office environment. Course information is: course title, dates, venue, target audience, course typology, methodology, prerequisites for admission, course fee, certification and points of contacts for administrative and content-related inquiries and registration.

Course points of contact are people belonging to the training institution delivering the advertised course who have been identified in the training institution as the point of reference for the public for that specific training course. Personal data available to the public is name and professional e-mail address of the contact points. Other data such as professional telephone/fax number and postal address is optional.

Users of the Goalkeeper-Schoolmaster public website are not requested to provide any personal data to navigate the website, unless they want to subscribe to the Schoolmaster alert service. Goalkeeper-Schoolmaster sends out alerts to a community of subscribers whenever announcements of new courses are being uploaded to Schoolmaster by Training Institutions and Networks. Subscription to such alerts is open to anyone at <https://goalkeeper.eeas.europa.eu/>.

Personal data to be provided to subscribe is a valid e-mail address.

II. The back-office environment of the Goalkeeper-Schoolmaster application is accessible to authorised users who have been invited to join the system and have registered to the ECAS system. Upon attribution of ECAS username and password, the user will be able to connect to the back-office and use the available functionalities.

Back office environment is meant to provide training institutions registered to Schoolmaster the opportunity to upload course information through a web form and to manage their details in the system. The personal data that training institutes are asked to upload to the system is personal data of people identified as point of contact for the institution or a specific training course. Personal data of the contact points is name and e-mail address (compulsory). Other data such as professional telephone/fax number and postal address is optional.

3. DATA PROCESSED
<p>I. Data processed through the public website of the Schoolmaster IT application:</p> <p><u>Contact Details</u> e-mail address</p> <p>II. Data processed through the back-office website of the Schoolmaster IT application :</p> <p><u>Personal Details</u> Given Name, Family name</p> <p><u>Contact Details</u> Professional e-mail address Professional telephone/fax number and postal address (optional)</p>
4. CONTROLLER OF THE PROCESSING OPERATION
<p>The Controller for the IT application Registrar of the Goalkeeper platform and the processing operation is the European External Action Service under the supervision of the Crisis Management and Planning Directorate, in the meaning of Art.2 of the 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 of the free movement of such data .</p>
5. RECIPIENTS OF THE DATA
<p>The recipients of your data will be:</p> <ul style="list-style-type: none"> ■ Designated EEAS staff responsible for the Schoolmaster IT application.
6. PROVISION, ACCESS AND RECTIFICATION OF THE DATA
<p>Queries concerning the processing of personal data as well as technical queries about the functioning of the Goalkeeper-Schoolmaster application can be addressed to the following functional mailbox managed by the EEAS: goalkeeper-support@eeas.europa.eu. Requests from data subjects concerning the technical enactment of the rights of access, to rectify, to block, to erase, to object will be processed within 10 working days after the request is deemed legitimate.</p> <p>Data subjects have the right to request access to their personal data and the right to correct any inaccurate or incomplete personal data, as well as to request the removal of their unlawfully processed personal data.</p>
7. LEGAL BASIS FOR THE PROCESSING OPERATION
<p>The legal basis of the processing operation at stake is:</p> <ul style="list-style-type: none"> ■ Civilian Headline Goal 2010 (approved by the ministerial Civilian Capabilities Improvement Conference and noted by the General Affairs and External Relations Council on 19 November 2007 - doc. 14823/07) ■ Multi-annual Civilian Capability Development Plan (EEAS (2012) doc 01186). <p>Further legal basis:</p> <ul style="list-style-type: none"> ■ Council Decision of 26 July 2010 establishing the organisation and functioning of the European External Action Service (2010/427/EU) available on http://www.eeas.europa.eu/background/docs/eeas_decision_en.pdf.
8. TIME LIMIT FOR STORING DATA
<ul style="list-style-type: none"> ■ Data will be retained in the on-line Goalkeeper-Schoolmaster application as long as the system is operational unless a request for deletion of data is filed by data subjects. . ■ Physical deletion of data at the central server level by the EEAS is ensured within 5 working days after the data subject request is deemed legitimate. ■ After the Schoolmaster application has ceased to be operational, the data will be destroyed at the central server level by the EEAS after the period of 1 year.

9. CONTACT

Technical queries/problems about the functioning of the Goalkeeper-Schoolmaster application as well as questions related to the processing of your personal data in Goalkeeper-Schoolmaster can be addressed to the following functional mailbox managed by the EEAS: goalkeeper-support@eeas.europa.eu.

10. RECOURSE

You have at any time the right of recourse to the European Data Protection Supervisor at edps@edps.europa.eu.