



# **EUAM UKRAINE PRIVACY STATEMENT – DATA PROTECTION NOTICE**

## **FOR THE PURPOSE OF PROCESSING PERSONAL DATA RELATED TO CONTACT FORM IN THE EUROPEAN UNION ADVISORY MISSION UKRAINE**

### **1. INTRODUCTION**

The protection of your privacy including your personal data is of great importance to the European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine). 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 Ukraine processes your personal data for the purpose for which it has been collected and what rights you have.

When processing personal data, EUAM Ukraine 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 Ukraine 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 Ukraine's Standard Operating Procedures (SOP) on the protection of personal data.

### **2. PURPOSE OF THE PROCESSING: Why we process your data?**

We process the information you provide through our contact form, including your name, phone number, and email address, solely to address your inquiry or request. This allows us to establish communication with you, understand your needs, and provide the most relevant response or information. We will only use your contact details for this specific purpose and will not share them with any third parties without your consent.

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

The data which may be processed for the purpose are the following:

1. Name and surname
2. Email address
3. Phone number
4. Topic, nature and contents of your enquiry

### **4. DATA CONTROLLER: Who is entrusted with processing your data?**

EUAM Ukraine is responsible for determining how your data is processed. EUAM Ukraine section responsible for managing the personal data processing is Press and Public Information Office (PPIO) under the supervision of the Head of Mission.

The Controller processes your personal data pursuant to address your inquiry or request and to allows us to establish communication with you, understand your needs, and provide the most relevant response or information.

<b>5. RECIPIENTS OF THE PERSONAL DATA: Who has access to your data?</b>
The recipients of the data are the following, on a strict " <b>need-to-know policy</b> " basis:  Personal data related to your enquiry will be processed and shared internally within EUAM Ukraine to those functional entities best suited to providing you a response.
<b>6. ACCESS, RECTIFICATION, ERASURE OF DATA: What rights do you have?</b>
You have the right to access and correct your personal data, as well as to request the deletion of your personal data, if collected unlawfully, which will be implemented within one month after your written request. If you have any queries or concerns related to the processing of your personal data, you may address them to the following functional mailbox: <a href="mailto:ppio@euam-ukraine.eu">ppio@euam-ukraine.eu</a>
<b>7. LEGAL BASIS: On what grounds we collect your data?</b>
<ul style="list-style-type: none"> <li>▪ Council Decision 2014/486/CFSP, 22 July 2014, and its subsequent amendments</li> <li>▪ European Code of Good administrative Behaviour 2001</li> <li>▪ Civilian Operations Commander Instruction 12/2018 on the SOP on Personal Data Protection</li> <li>▪ EUAM SOP on Personal Data Protection 2019-EUAM-2868</li> </ul> <p>The processing is needed for the execution of the Mission mandate while providing a response to your information enquiry.</p>
<b>8. TIME LIMIT - DATA STORING: For what period and how we process your data?</b>
Retention of data is <b>5 years after the enquiry was made</b> . In case of continuous and prolonged engagement for providing a response, or a renewed enquiry from the same during this period, an additional <b>5-year retention is applied</b> . The Mission has a system for the destruction of digital data and documents after the retention period expired. The system ensures the protection of the information contained in the document by permanent destruction, such as shredding, burning or deletion of back-up files in case of electronic data storage.
<b>9. MISSION DATA PROTECTION ADVISOR: Any questions to the MDPA</b>
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 <a href="mailto:data.protection@euam-ukraine.eu">data.protection@euam-ukraine.eu</a>
<b>10. RECOURSE</b>
You have at any time the right of recourse that you may send to the Mission Data Protection Advisor (Legal Adviser).

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