



## **PRIVACY STATEMENT ON PROCESSING OF PERSONAL DATA IN: Disclosure of data to Embassies/Permanent Representations/National Ministries upon request**

### **1. Context**

The European Union Satellite Centre (SatCen) processes the personal data of a natural person in compliance with Regulation (EU) 2018/1725 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

This privacy statement explains SatCen's policies and practices regarding its collection and use of your personal data in the disclosure of data to Embassies/Permanent Representations/National Ministries upon request, and sets forth your data protection rights.

### **2. Identity of the controller and Data Protection Officer**

- **Controller:** Head of Administration, European Union Satellite Centre (SatCen), Base Aérea de Torrejón de Ardoz, Avenida de Cádiz, Ed. 457, 28850 Torrejón de Ardoz (Madrid) Spain, [administration@satcen.europa.eu](mailto:administration@satcen.europa.eu)
- **Data Protection Officer:** SatCen Data Protection Officer, Base Aérea de Torrejón de Ardoz, Avenida de Cádiz, Ed. 457, 28850 Torrejón de Ardoz (Madrid) Spain, [dpo@satcen.europa.eu](mailto:dpo@satcen.europa.eu)

### **3. Why does Administration division process personal data?**

The purpose of the processing is for Embassies/Permanent Representations/National Ministries to maintain contacts with their nationals working in the EU Institutions and for statistical reasons.

### **4. What personal data does Administration division process?**

The categories of data collected and used for this processing operation are the following: total number of employees of the specific nationality, type of contract, grade, email, telephone, job title, unit or sector of work, type of education, prominent work experience.

### **5. What are the legal bases for the processing?**

- Lawfulness of the processing:  
Article 5(a) of Regulation (EU) 2018/1725 – processing is necessary for the performance of a task carried out in the public interest;  
Article 5(d) of Regulation (EU) 2018/1725 – the data subject has given consent to the processing of his or her personal data for one or more specific purposes. Before disclosing the data, each staff member is asked to freely provide his/her consent;

### **6. Who has access to your personal data and to whom is it disclosed?**

- SatCen HR staff;



EUROPEAN UNION SATELLITE CENTRE

## PRIVACY STATEMENT ON PROCESSING OF PERSONAL DATA IN

Disclosure of data to Embassies/Permanent Representations/ National Ministries upon request

- Permanent Representations of the Member States to the EU;
- Embassies of the Member States;
- National Ministries.

### **7. For how long does Administration division keep your data and how is it stored?**

The officer in charge keeps the e-mail during one month after having sent the information to the Embassies / Permanent Representations / National Ministries

### **8. What are your rights concerning your personal data?**

Data subjects have the right of access, rectification, erasure and reception of their personal data or restriction of processing at any time, provided that there are grounds for the exercise of this right, as per Articles 17 to 24 of Regulation (EU) 2018/1725.

In case you wish to verify which personal data is stored on your behalf by the SatCen, have it modified, corrected, or deleted, or restrict the processing, or object to it or to exercise the right to data portability, please send an explicit written request to contacts detailed below. Any correction of your personal data will be taken into consideration from the data protection point of view.

Your request will be answered without undue delay, and in any event within 1 month of receipt of the request. However, according to Article 14(3) of Regulation (EU) 2018/1725, this period may be extended by up to 2 months where necessary, taking into account the complexity and number of requests. The SatCen will inform you of any such extension within 1 month of receipt of the request, together with the reasons for the delay.

### **9. Whom should you contact if you have questions/queries concerning the processing of your personal data?**

Any query concerning the processing of personal data in the context of the disclosure of data to Embassies/Permanent Representations/National Ministries upon request should be directed to the following email address: [administration@satcen.europa.eu](mailto:administration@satcen.europa.eu)

You may also contact the Data Protection Officer of the SatCen ([dpo@satcen.europa.eu](mailto:dpo@satcen.europa.eu)).

### **Recourse**

You have the right to lodge a complaint to the European Data Protection Supervisor if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data at: [edps@edps.europa.eu](mailto:edps@edps.europa.eu)