

PRIVACY STATEMENT ON PROCESSING OF PERSONAL DATA IN: Request and handling of Personnel Security Clearance

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 notice explains SatCen's policies and practices regarding its collection and use of your personal data in the Request and handling of Personnel Security Clearance, and sets forth your data protection rights.

2. Identity of the controller and Data Protection Officer:

- Controller: Head of Security, European Union Satellite Centre (SatCen), Base Aérea de Torrejón de Ardoz, Avenida de Cádiz, Ed. 457, 28850 Torrejón de Ardoz (Madrid) Spain, (hos@satcen.europa.eu or psa@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

3. For what purposes does the SatCen process personal data?

The purpose of the processing is the management of security clearances in order to protect European Union Classified Information (EUCI) handled at the European Union Satellite Centre (SatCen).

SatCen handles EUCI up to and including EU SECRET. Working areas of SatCen premises are considered "SECURED AREAS", according to the Council Decision of 23 September 2013 on the security rules for protecting EU classified information (2013/488/EU), Annex II, IV-15., and the subsequent SatCen Security Manual, and have been accredited at the level of EU SECRET. All personnel with exception of some external contractors and visitors (to be escorted), are therefore required to have a security clearance up to and including EU SECRET if working in these areas. For having access and/or handling EUCI in these areas, the need-to-know principle is applied, and therefore additional protective measures are taken.



4. What personal data does the SatCen process?

- SatCen staff: all information within the personnel security clearance form, depending on the NSA requirements: name, surname, date of birth, place of birth, address, nationality, education, previous employment, current and previous partners/spouses, family, reference contact people etc.), clearance level, submission date of the request to the NSA, the NSA's decision (statement of the vetting procedure) including: name, surname, date of birth, place of birth, nationality, issuing date, clearance level granted and expiry date.
- SNEs and Contractors: name, surname, date of birth, place of birth, nationality, issuing date, clearance level granted and expiry date.
- Visitors: name, surname, nationality, clearance level, issuing date and expiration date of the clearance.

5. What are the legal bases for the processing?

The legal bases for the processing are:

- COUNCIL DECISION of 23 September 2013 on the security rules for protecting EU classified information (2013/488/EU).
- COUNCIL DECISION (CFSP) 2017/824 of 15 May 2017 concerning the Staff Regulations of the European Union Satellite Centre- EU SatCen Security Manual.
- Relevant Members States' legislation concerning Personnel Security Clearances.

Lawfulness of the processing:

- Article 5(1)(a) of Regulation (EU) 2018/1725 - processing is necessary for the performance of a task carried out in the public interest
- Article 5(1)(b) of Regulation (EU) 2018/1725 - processing is necessary for the compliance with a legal obligation to which the controller is subject – Article 7 of Regulation 2013/488/EU;
- Article 5(1)(c) of Regulation (EU) 2018/1725 – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 2(5) of the SatCen Staff Regulations: (a) All employees shall be required to have security clearance giving them access to classified information in the course of their duties. And (b) In accordance with these Staff Regulations and the EU Security rules in force regarding the need to hold a security clearance, no appointment will be confirmed before the competent National Security Authority grants the security clearance.

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



- SatCen Security Office (Head of Security, PSO): to assure that only SatCen staff, other employees or visitors with the valid personnel security clearance certificate at appropriate level are allowed access to SatCen premises and EUCI according to the need-to-know principle. Therefore, personal data are used for checks whenever these accesses are needed and/or modified.
- SatCen registry staff: only the request letter, without annexes, is registered.
- Council General Secretariat Security Office: in case of investigation of a security incident, records would be used in order to establish facts and/or to identify person(s) involved; investigations, however, cannot be initiated except with the explicit written authorisation of the appointing authority.
- Member States' National Security Authorities: SatCen Security office receives the personnel security clearance form from SatCen staff in a closed envelope and transfers it to the respective NSAs.

7. For how long does the SatCen keep your data and how is it stored?

- SatCen staff: records of the outcome of the Member States' National Security Authorities are kept for the whole duration of the SatCen staff member's contract. Records shall be deleted once the contract of the SatCen staff member is terminated and original Security Certificates are to be returned to the Staff's relevant NSA.
- SNEs, Contractors: records of the outcome of the Member States' National Security Authorities are kept for the whole duration of the employee's contract. Records shall be deleted once the contract of that staff member is terminated original Security Clearance statements are to be returned to the employees' relevant Organisation/Enterprise.
- Visitors: records of the provided proof of the valid security clearance are kept while visitors are having access to EUCI at SatCen premises. Records shall be deleted once the visit is finished.

Records related to the request and the outcome of the process are handled and stored by the SatCen PSO in a secure database within the SatCen servers.

Original Certificates and/or statements are stored in a Secure Safe with access limited to the Head of Security and PSO and in case of emergency by the SatCen Director and SatCen security guards.

8. What are your rights concerning your personal data?

You have the right of access to your personal data and to relevant information concerning how we use it.

You have the right to rectify your personal data.



Under certain conditions, you have the right to ask that we delete your personal data or restrict its use.

You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time.

The SatCen will consider your request, take a decision and communicate it to you.

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, using the Form provided in [SatCen - Privacy Notice \(europa.eu\)](#).

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 Request and handling of Personnel Security Clearance should be directed to one of the following email addresses: hos@satcen.europa.eu or psa@satcen.europa.eu

You may also contact the Data Protection Officer of the SatCen (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