



**PRIVACY STATEMENT – DATA PROTECTION NOTICE**  
**for the**  
**EUROPEAN UNION ADVISORY MISSION FOR CIVILIAN SECTOR REFORM**  
**UKRAINE (EUAM Ukraine)**  
**for processing of personal data in connection with the Virtual Job Fair by**  
**EUAM Ukraine**

**1. INTRODUCTION**

The protection of your privacy including your personal data is of great importance to the European Union and to EUAM Ukraine. When processing personal data, we reflect the principles of the [Charter of Fundamental Rights of the European Union](#), and in particular the Article 8 on data protection.

This “Privacy Statement – Data Protection Notice” describes how EUAM Ukraine processes your personal data for the purpose for which it has been collected and what rights you have as a data subject.

Your personal data is collected, processed, and stored by EUAM Ukraine in accordance with and in line with 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC as of 11 December 2018, aligned with provisions of the Regulation (EU) 2016/679 of the European Parliament and 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, GDPR), and repealing directive 95/46/EC, the Civilian Operation Commander (CivOpCdr) Instruction 17-2018 for CSDP Missions and its subsequent amendment(s) and EUAM Ukraine Standard Operating Procedure (SOP) on Personal Data Protection.

All data of personal nature – data that can identify you, a natural person as a data subject directly or indirectly – is handled with the necessary care and according with the rules above.

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

The overall purpose of the processing activities covered by this Privacy Statement is to organise a Virtual Job Fair to raise awareness about the employment opportunities and working conditions at EUAM Ukraine. The Fair aims to attract a diverse range of applicants for upcoming Calls for Contributions. Participants will learn about the different job opportunities available in EUAM Ukraine, the required competencies and skills, and what it is like to work and live in EUAM Ukraine area as an international staff member.

The main purpose of the personal data processing activity is to manage registration and attendance of participants in the human resources event to be conducted by EUAM Ukraine namely a Virtual Job Fair for Women which aims at raising the awareness among women about the working opportunities in the EUAM Ukraine.

EUAM Ukraine collects, manages and stores data related to participants who enrol into the event, in particular:

- to ensure the suitability of the event to the specific professional background of the participants
- to evaluate the Mission’s outreach capabilities.

Personal data is collected by a survey conducted by EUAM Ukraine.

**3. DATA PROCESSED: What data we process?**

The data, including personal data, which may be processed through survey conducted to promote a virtual job fair for women aimed at raising awareness among women about the working opportunities and conditions in EUAM Ukraine. Such data includes the following:

The data collected for that purpose are the following:

- Surname and name
- Gender
- Email address

- Nationality
- Professional background
- Years of professional experience
- Most recent employment position
- Priority order of panels
- Previous experience in CSDP mission

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

The Controller determining the purpose, and the means of the processing activity is EUAM Ukraine, represented by its Head of Mission as a Data Controller. EUAM Ukraine section responsible for managing the personal data processing is Head of Human Resources of the Human Resources Department, under the supervision of the Head of Mission.

#### **5. RECIPIENTS OF THE PERSONAL DATA: Who has access to your data?**

The recipients of the data are on a strict "need-to-know" basis as follows:

- Appointing Authority and the Head of Mission Office
- CPCC.3 Missions Personnel
- Other Units within EUAM Ukraine (as/if required and authorized)

The given information will not be communicated to third parties, except where necessary for the purposes outlined above. Personal data is not intended to be transferred to a Third Country, unless explicitly stated in this Privacy Statement.

#### **6. INFORMATION, ACCESS, RECTIFICATION, ERASURE, RESTRICTION OF PROCESSING OF DATA: What rights do you have?**

You have the right to:

- information on what data is processed, for which purpose, by whom and with which parties the data are shared
- access your personal data
- request for correction of any inaccurate or incomplete personal data
- request the removal of your personal data, if collected unlawfully, which will be implemented within one month after your written request
- erasure of your data as stipulated under Section 8 of this Privacy Statement and when the data are no longer necessary for the purpose
- ask to restrict the processing of your data, if the data or the lawfulness of processing are contested.

If you have any queries or concerns related to the processing of your personal data, you may address them to the following functional mailbox: [hr.office@euam-ukraine.eu](mailto:hr.office@euam-ukraine.eu).

#### **7. LEGAL BASIS: On what grounds we collect your data?**

- Council Decision 2014/486/CFSP, 22 July 2014, and its subsequent amendments;
- Operational Plan (OPLAN) 2024-2027 for the European Union Advisory Mission for Civilian Sector Reform in Ukraine (EUAM Ukraine) endorsed by Political and Security Committee (PSC) on 11 June 2024;
- Civilian Operations Commander Instruction 12/2018 of October 2018 on the Standard Operational Procedures (SOP) on Personal Data Protection;
- SOP on Personal Data Protection.

The processing is necessary for the execution of the EUAM Ukraine mandate as described in Council Decision 2014/486/CFSP of 22 July 2014 and its subsequent amendments, and namely to organise the Job Fair.

#### **8. TIME LIMIT - DATA STORING: For what period and how we process your data?**

Retention of data in case of selected candidates:

- All personal data are organised in electronic compartments and stored only for the duration of the event and for subsequent evaluation purposes.
- All personal data are retained until the conclusion of the evaluation phase, latest until 6 months after the event.

#### **Security of data:**

Appropriate technical and organisational measures are ensured:

**Electronic format:** the data will be stored on the servers that abide by the pertinent security rules. Personal data will be processed by assigned staff members. Files have authorised access. Measures are provided to prevent non-responsible entities from accessing data. General access to all collected personal data and all related information is only possible to the recipients with a User ID/Password.

**Physical files:** When not in use, physical copies of the collected personal data will be stored in a properly secured and locked storage container. Technical and organisational measures are also guaranteed and the appropriate provisions on security in order:

- to prevent any unauthorised person from gaining access to computer systems; any unauthorised reading, copying, alteration or removal of storage media; any unauthorised memory inputs; any unauthorised disclosure, alteration or erasure of stored personal data; unauthorised persons from using data-processing systems by means of data transmission facilities;
- to ensure that authorised users of a data-processing system can access no personal data other than those to which their access right refers; the possibility to check logs; and that personal data being processed on behalf of third parties can be processed only on instruction of the controller; furthermore that, during communication or transport of personal data, the data cannot be read, copied or erased without authorisation;
- to record which personal data have been communicated, at what times and to whom.

#### **9. MISSION DATA PROTECTION ADVISOR: Questions to the protection of your personal data?**

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 [data.protection@euam-ukraine.eu](mailto:data.protection@euam-ukraine.eu).

#### **10. RECOURSE**

You have at any time the right to have recourse if you consider that your rights have been infringed as a result of the processing of your personal data. In relation to the data processed by EUAM Ukraine, you may send your complaint to the Mission Data Controller (the Head of the Mission) with the Mission Data Protection Adviser (MDPA), the Legal Adviser of the Mission in copy at [data.protection@euam.ukraine.eu](mailto:data.protection@euam.ukraine.eu).