

## **Information about processing of personal data**

### **The purpose and legal basis for processing personal data**

The State Protocol Department processes the personal data of the personnel of diplomatic and consular missions, international organizations, and institutions established by international agreements that operate in Estonia (i.e., foreign missions). We also process the personal data of the staff members of foreign missions and their family members and the personal data of honorary consuls who are accredited to Estonia.

The purpose of processing personal data is to administer the representation of foreign missions and other entities in Estonia and in this connection to grant the diplomatic privileges and immunities as well as other services and permits they are entitled to. To fulfil these tasks, the Ministry of Foreign Affairs manages a database of representations of foreign states, international organisations, honorary consuls and international institutions established by international agreements and their personnel. Personal data entered into the database are retained for up to 20 years as of the date of entry into the database. After the retention period expires, the data are either transferred to a public archive or destroyed in accordance with the Archives Act.

The processing of personal data is necessary for the compliance with a legal obligation to which the Ministry of Foreign Affairs is subject to and for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Ministry of Foreign Affairs.

### **The source of personal data**

The State Protocol Department collects and processes information that is submitted to the Ministry by the foreign missions and their personnel using the applications and forms listed below:

- notification form
- supplementary notification form
- registration form
- VAT and tax forms
- official correspondence (e.g., verbal notes).

The State Protocol Department also has access to the Population Register in order to create a personal identity number and to verify citizenship or residence permit details of data subjects. The Police and Border Guard Board provides information, through official channels, regarding violations committed by or against diplomatic premises or personnel.

## The recipients of personal data and the Tallinn Diplomatic List

The State Protocol Department discloses the above-mentioned personal data to other government authorities for compliance with their legal obligations and for processing data that is necessary for the performance of tasks carried out in the public interest.

The State Protocol Department also publishes and regularly updates the Tallinn Diplomatic List, which contains information about foreign missions in Estonia, including the names and titles of the diplomatic staff and mission's contact details. Also, the Tallinn Diplomatic List contains names and titles of spouses, partners and dates of the presentation of credentials to the President of the Republic of Estonia.

The Tallinn Diplomatic List defines who has diplomatic privileges and immunities, in order to ensure accurate protocol and precedence. The Tallinn Diplomatic List also serves the purpose of keeping track of diplomatic personnel, supports public transparency and helps government agencies and persons in distress to contact the relevant diplomatic missions.

The personal data that is collected for the purpose of the Tallinn Diplomatic List is retained for up to 5 years.

## Events

When organizing events, the Ministry uses a registration system to send invitations and register guests to the event. The registration system collects, processes and stores personal data provided for the purpose of organizing the event. Personal data may be shared with third parties for security reasons. Personal data will be deleted from the system three weeks after the event.

[More information regarding the processing of personal data.](#)

## Isikuandmete töötlemine

Protokolli osakond lähtub isikuandmete töötlemisel eelkõige [Euroopa Parlamendi ja nõukogu määrusest \(EL\) 2016/679 \(isikuandmete kaitse üldmäärus\)](#), [isikuandmete kaitse seadusest](#), [välissuhtlemisseadusest](#) ja [välisministri määrusest „Välisriikide ja rahvusvaheliste organisatsioonide esinduste, rahvusvaheliste organisatsioonide ja rahvusvahelise kokkuleppega loodud institutsioonide ning nende isikkoosseisu andmekogu põhimäärus“](#). Protokolli osakond lähtub oma töös ka rahvusvahelisest õigusest, eelkõige [diplomaatiliste suhete Viini konventsioonist](#), [konsulaarsuhete Viini konventsioonist](#) ja teistest välislepingutest.

Kõigis küsimustes, mis on seotud Teie isikuandmete töötlemisega ministeeriumis, saate vastuse meie andmekaitse spetsialistilt. Palume kirjutada aadressil [andmekaitse@mfa.ee](mailto:andmekaitse@mfa.ee)

[Ülevaade Teie isikuandmetega seotud õigustest](#)