



EUROPEAN DATA  
PROTECTION SUPERVISOR

(To be filled out by the EDPS' DPO)

**Register number: 12**

**Date of submission: 16/02/2011**

**Legal basis: Art 25 Regulation 45/2001**

## NOTIFICATION

### INFORMATION TO BE GIVEN<sup>1</sup>

1/ NAME AND FIRST NAME OF THE CONTROLLER

HEAD OF COMMUNICATION

2/ SERVICE RESPONSIBLE FOR PROCESSING PERSONAL DATA

Information and Communication team

3/ NAME OF THE PROCESSING OPERATION

Journalists mailing list

<sup>1</sup> Please attach all relevant documents

4/ PURPOSE(S) OF THE PROCESSING

The processing of personal data serves the purpose of establishing a list of email addresses to which EDPS press releases and invitations to press conferences is sent.

5/ DESCRIPTION OF THE CATEGORY(IES) OF DATA SUBJECT(S)

Journalists and stakeholders who explicitly ask to be registered on the contact list.

6/ DESCRIPTION OF THE DATA OR CATEGORIES OF DATA (INCLUDING, IF APPLICABLE, SPECIAL CATEGORIES OF DATA (ARTICLE 10) AND/OR ORIGIN OF DATA)

The personal data that appear in the list are the following: name, surname, name of the media or organisation, email address and, if also provided by the data subject, telephone and fax number.

7/ INFORMATION TO BE PROVIDED TO THE DATA SUBJECTS

The EDPS email sent to these data subjects contains the following message:

"You have received this message because you have requested the EDPS to be included in his press mailing list. Should you wish not to receive such messages any more or to rectify your data, please advise the EDPS Press service at: [press@edps.europa.eu](mailto:press@edps.europa.eu)"

8/ PROCEDURES TO GRANT DATA SUBJECTS' RIGHTS (RIGHTS OF ACCESS, TO RECTIFY, TO BLOCK, TO ERASE, TO OBJECT)

Subscribers can write to the functional press mailbox to ask for the application of their rights. Appropriate action is taken within a week after receiving the requests.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

The processing to collect the contact data is manual. The unsubscribe function is also manual. All other requests, such as modifications of contact data, are also handled manually.

The data are used on average twice a month to send new press releases and invitations to press conference by electronic mail.

10/ STORAGE MEDIA OF DATA

The contact data are stored in one single Excel-file saved on a secured drive of the European Parliament, which is only accessible to the EDPS staff members (S:\Press and information\Journalists E-mail Lists).

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

- Article 5 (a) of Regulation (EC) No 45/2001 ("processing is necessary (...) in the legitimate exercise of official authority vested in the Community institution or body")
- Article 5 (d) of the Regulation ("the data subject has unambiguously given his or her consent")
- EDPS Information Strategy of 26/01/2006, Chapter 3, section 4 "The EDPS press database"

12/ THE RECIPIENTS OR CATEGORIES OF RECIPIENTS TO WHOM THE DATA MIGHT BE DISCLOSED

Not applicable.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

Subscribers contact data are stored until a subscriber asks to be removed from the list. The data are used on average once a month to send new press releases and invitations to press conference by electronic mail.

13 BIS/ TIME LIMITS FOR BLOCKING AND ERASURE OF THE DIFFERENT CATEGORIES OF DATA  
*(further to justified legitimate request from the data subject)*  
*(Please, specify the time limits for every category, if applicable)*

Subscribers can write to the press functional mailbox to ask for the application of their rights. Appropriate action is taken within a week after receiving the requests.

14/ HISTORICAL, STATISTICAL OR SCIENTIFIC PURPOSES

*If you store data for longer periods than mentioned above, please specify, if applicable, why the data must be kept under a form which permits identification*

There is no historical, statistical or scientific purpose in this processing.

15/ PROPOSED TRANSFERS OF DATA TO THIRD COUNTRIES OR INTERNATIONAL ORGANISATIONS

Not applicable.

16/ COMMENTS

PLACE AND DATE:

BRUSSELS, 16 FEBRUARY 2011

THE CONTROLLER:

NATHALIE VANDELLE