



(To be filled out by the EDPS' DPO)

Register number: 47

Date of submission: 24 October 2014

Legal basis: Art 25 Regulation 45/2001

NOTIFICATION

INFORMATION TO BE GIVEN¹

1/ NAME OF THE CONTROLLER

EUROPEAN DATA PROTECTION SUPERVISOR

Postal address: RUE WIERTZ 60 - 1047 BRUSSELS

2/ SERVICE RESPONSIBLE FOR PROCESSING PERSONAL DATA

THE INFORMATION AND COMMUNICATION SECTOR

3/ NAME AND DESCRIPTION OF THE PROCESSING OPERATION

The purpose of this process is to launch online surveys of the views of EDPS newsletter readers. As an incentive, respondents can choose - no obligation - to submit their email address for a prize draw. The survey is being conducted through the IPM survey tool on the EUROPA website. Individual responses will be processed by the EDPS in accordance with Regulation 45/2001 and the privacy notice on the EDPS website.

Replies to the questions included in the online survey are totally voluntary.

The EDPS will use the personal data collected (email addresses) for the specific purpose of notifying the winners of the prize draw, and not for any other purpose. The EDPS will only keep those email addresses voluntarily given until the prize winners have been drawn and notified, maximum within six weeks of the survey closing. Those addresses will then be deleted. The EDPS will only have access to the content of the survey answers in an anonymous form.

¹ Please attach all relevant documents

4/ PURPOSE(S) OF THE PROCESSING

The purpose of this process is to launch online surveys of the views of EDPS newsletter readers in order to improve the newsletter and the experience of readers. The surveys are being conducted through the IPM survey tool on the EUROPA website. Individual responses will be processed by the EDPS in accordance with Regulation 45/2001 and the privacy notice to be published on the EDPS website (see the privacy statement in section 7). These responses are anonymous unless the respondent wishes to submit their email address for the prize draw. The EDPS will not process any personal data, in this case email addresses, for any other purposes than the prize draw. We will delete these email addresses once the winners have been drawn and notified, maximum within six weeks of the survey closing.

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

Subscribers of the EDPS newsletter will be the main addressees of the on-line surveys. Website visitors will also be able to access the survey via the link to the survey which will appear on the EDPS website.

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

Data: Those responding to the survey can choose to submit their email address to be entered into a prize draw.

7/ INFORMATION TO BE PROVIDED TO THE DATA SUBJECTS

Information is given through this specific privacy notice in addition to the general EUROPA privacy notice and the privacy notice of the EDPS. This information appears each time a person accessed the survey.

EDPS NEWSLETTER SURVEY PRIVACY NOTICE

Regulation 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data applies to processing operations of personal data carried out by the EDPS.

Pursuant to Articles 11 and 12 of this Regulation, the EDPS provides the data subjects with the following information:

Data Controller

The controller of this processing operation is the European Data Protection Supervisor

Description of the processing operation and its purpose

The purpose of this processing operation is to launch online surveys of the views of EDPS newsletter readers. The surveys are being conducted through the IPM survey tool on the EUROPA website. Individual responses will be processed by the EDPS in accordance with Regulation 45/2001 and this privacy notice. Replies to the questions included in the online survey are totally voluntary.

The EDPS will use the IPM survey tool on the EUROPA website.

For further info on the tool please see: http://ec.europa.eu/yourvoice/ipm/index_en.htm

The EDPS will use the email addresses collected only for the specific purpose of notifying the winners of the prize draw, and not for any other purpose. The EDPS will only keep those email addresses voluntarily given until the prize winners have been drawn and notified, maximum within six weeks of the survey closing. The EDPS will only have access to the content of the survey answers in an anonymous form. The EDPS will not disclose any personal data to any other person or body nor divulge the personal data for direct marketing purposes. The EDPS has taken appropriate security measures to safeguard these data from misuse.

The use of cookies

- The survey website uses a session cookie which is essential for parts of the survey site to operate and which has already been set. It will be deleted when you submit the web survey.

- IPM features the automatic saving of a reply to an anonymous survey as long as the answer has not been submitted. Therefore, a unique answer id is stored along with the session id in another cookie. Using the answer-id, the current available contribution can identify the contribution and can be used to read-out the un-submitted answer in another user session, just by knowing the cookie value.

However, this cookie is stored only as long as the answer has not yet been submitted and is deleted from the user's computer right after answer submission.

Who will have access to your data

The email addresses may be accessed only by the EDPS staff tasked with carrying out the survey. They will process your personal data in accordance with the terms of this notice.

Your rights as data subject

Information is given through this specific privacy notice in addition to the general [EUROPA privacy notice](#) and the general [privacy notice on the EDPS](#) website.

You have the right to obtain access to and rectification of your personal data. You may also under certain circumstances ask to have your data blocked. You have also the right to ask for the erasure of data about you which you consider to have been unlawfully processed. You have the right to object to the processing of your personal data at any time, on legitimate compelling grounds relating to your particular situation.

To exercise your rights or to obtain any further information you can apply directly to the EDPS at edps@edps.europa.eu or to the EDPS Data Protection Officer at EDPS-DPO@edps.europa.eu

Legal basis and right to have recourse to the EDPS

The processing operation will be performed in accordance with Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. The lawfulness of this processing is based on Article 5(a) of Regulation (EC) 45/2001.

You can also lodge an appeal to the EDPS as supervisory authority under article 11(f)(iii). In this case the EDPS will make sure that a different department than that acting as controller would be in charge of your appeal.

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

Requesters can write to the functional EDPS mailbox (edps@edps.europa.eu) to ask for the application of their rights (access, rectification, blocking and/or erasure of their personal data). Appropriate action is taken within 10 days after receiving the requests.

The rights of data subjects will be guaranteed in line with the provisions of Article 13 of EDPS implementing rules concerning the Data Protection Officer and the EDPS guidelines on the rights of individuals with regard to the processing of personal data
https://secure.edps.europa.eu/EDPSWEB/webdav/site/mySite/shared/Documents/Supervision/Guidelines/14-02-25_GL_DS_rights_EN.pdf

The DPO will be involved in this exercise as needed.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

IPM (Interactive Policy Making) is an online questionnaire management system that allows the creation, the launch in up to 22 languages and the analysis of online questionnaires on EUROPA. This internet-based software handles different types of single or multiple choice questions, as well as free text fields. Results can be displayed as histograms, percentages or with full details and can be exported to Excel. Once extracted from the system, the EDPS staff in charge of the analysis will analyse the replies in an anonymous way (not connected with the email addresses). The email addresses of the persons opting for the price draw will be included in a different table and kept in a file. The staff having access to these emails will only be the responsible for this specific task (allocating the prices).

IPM features the automatic saving of a reply to an anonymous survey as long as the answer has not been submitted. Therefore, a unique answer id is stored along with the session id in the user's cookie. Using the answer-id, the current available contribution can identify the contribution and can be used to read-out the un-submitted answer in another user session, just by knowing the cookie value.

However, this cookie is stored only as long as the answer has not yet been submitted and is deleted from the user's computer right after answer submission

For further info on the tool please see: http://ec.europa.eu/yourvoice/ipm/index_en.htm

10/ STORAGE MEDIA OF DATA

See section 9

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

The lawfulness of this processing is based on Article 5(a) of Regulation (EC) 45/2001. The legal basis is Regulation (EC) 45/2001 establishing the European Data Protection Supervisor and setting out his duties and powers.

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

Personal data will be processed only by EDPS staff tasked with carrying out the survey. The EDPS will not disclose any personal data collected to any other person or body nor divulge your personal data for direct marketing purposes.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

Data retention period: the EDPS will only keep those email addresses voluntarily given until the prize winners have been drawn and notified within maximum six weeks of the survey closing. Addresses will then be deleted.

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

Blocking: will be performed immediately.

Erasure: will be performed within one week

In both cases, if the e-mail address belongs to the winner of the prize, no prize will be delivered unless a request for unblocking arrives before a maximum of six weeks after the closing of the survey.

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

N/A

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

N/A

16/ FURTHER INFORMATION

N/A

17/ MEASURES TO ENSURE SECURITY OF PROCESSING²

Please check all points of Article 22 of Regulation (EC) 45/2001

The data controller declares the accuracy of the above statements and undertakes to notify any change affecting this information to the Data Protection Officer.

PLACE AND DATE:

BRUSSELS, 24 OCTOBER 2014

FOR THE CONTROLLER:

(SIGNED)

OLIVIER ROSSIGNOL, HEAD OF INFORMATION AND COMMUNICATION AT EDPS

² Not to be published in the EDPS' DPO Register (Article 26 of Regulation (EC) 45/2001)