



(To be filled out by the EDPS' DPO)

**Register number: 48**

**Date of submission: 25 November 2014**

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

## NOTIFICATION

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

1/ NAME OF THE CONTROLLER

EUROPEAN DATA PROTECTION SUPERVISOR

Postal address: RUE WIERTZ 60 - 1047 BRUSSELS

2/ SERVICE RESPONSIBLE FOR PROCESSING PERSONAL DATA

- EDPS Information and Communication Sector
- EDPS Secretariat

3/ NAME AND DESCRIPTION OF THE PROCESSING OPERATION

Name: Requests for information or advice to the EDPS

Description: The public may send requests for information or advice to the EDPS on any issue relating to EDPS' tasks and duties through e-mail, regular mail or using the contact form on EDPS website. These requests are analysed internally and a reply is given using similar communication means. The relevant documentation is then filed and, when needed, archived.

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

4/ PURPOSE(S) OF THE PROCESSING

The processing of personal data serves the purpose of receiving, replying to and archiving all the requests for information or advice sent to the EDPS.

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

Journalists, EU staff members, academics, representatives of the civil society, and other citizens who send requests for information or advice to the EDPS.

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 are processed are mainly: name, surname, email address, name of the media or organisation, and, if also provided by the data subject, postal address, telephone or fax number.

7/ INFORMATION TO BE PROVIDED TO THE DATA SUBJECTS

The EDPS email sent to these data subjects together with a reply contains the following message:

"According to Articles 11 and 12 of 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, please be informed that your personal data (your contact details) are processed by the EDPS, when proportionate and necessary, for the purpose of handling your request. The legal base for this processing operation is Article 5(a) of Regulation (EC) 45/2001, the provisions on the tasks and duties of the EDPS in the same Regulation and Article 52 of the EDPS Rules of Procedure. Of course all is also based on your consent. The data processed are submitted by yourself. Your data might be transferred to other EU institutions and bodies or to any third parties only where necessary to ensure the appropriate handling of your request. Your data will be stored by the EDPS in electronic and paper files for a maximum of ten years. You have the right of access to the personal data we hold regarding you and to rectify it if necessary. Any such request should be addressed to the EDPS at [edps@edps.europa.eu](mailto:edps@edps.europa.eu). Further rules on exercising your rights can be found in Art. 13 of the EDPS implementing rules concerning the Data Protection Officer: [https://secure.edps.europa.eu/EDPSWEB/webdav/site/mySite/shared/Documents/EDPS/DataProt/10-10-12\\_DPO\\_Implementing\\_rules\\_EN.pdf](https://secure.edps.europa.eu/EDPSWEB/webdav/site/mySite/shared/Documents/EDPS/DataProt/10-10-12_DPO_Implementing_rules_EN.pdf)

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](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

The processing of personal data by the EDPS to reply to and archive requests for information or advice by citizens, journalists or other stakeholders is performed through the EDPS e-mail or traditional mail (document reception and sending) and electronic (for document editing and management) and paper based (just archiving) filing systems.

10/ STORAGE MEDIA OF DATA

See section 9.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

Lawfulness is based on Article 5 (a) of Regulation (EC) No 45/2001 and Article 5 (d) of the Regulation ("the data subject has unambiguously given his or her consent").

The legal instruments as referred to by Article 5(a) are:

- Regulation 45/2001 and namely the provisions relating to EDPS' tasks and duties
- Article 52 of the decision of the EDPS of 17 December 2012 on the adoption of Rules of Procedure:

[http://eur-lex.europa.eu/legalx-content/EN/TXT/PDF/?uri=CELEX:32013D0504\(03\)&from=EN](http://eur-lex.europa.eu/legalx-content/EN/TXT/PDF/?uri=CELEX:32013D0504(03)&from=EN)

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

The requests are handled internally on a need to know basis.

Data might be transferred to other EU institutions and bodies or to any third parties only when necessary to ensure an appropriate reply to the request for information or advice.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

Data will be stored by the EDPS in electronic and paper files for a maximum of ten years.

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)*

Requesters can write to the EDPS functional mailbox ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) to ask for the application of their rights. Appropriate action is taken within 10 days after receiving their 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 or scientific purpose in this processing. There is a statistical purpose, which is to report on the number of requests received per year, and topics covered in these requests. EDPS reports about this, in an anonymous way, in his annual report under the Chapter "Information and Communication". (see sections 6.3 and 6.4 of EDPS annual report 2013, pages 80-82, [https://secure.edps.europa.eu/EDPSWEB/webdav/site/mySite/shared/Documents/EDPS/Publications/Annualreport/2013/AR2013\\_EN.pdf](https://secure.edps.europa.eu/EDPSWEB/webdav/site/mySite/shared/Documents/EDPS/Publications/Annualreport/2013/AR2013_EN.pdf)).

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

Not applicable.

16/ COMMENTS

17/ MEASURES TO ENSURE SECURITY OF PROCESSING<sup>2</sup>  
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, 25 NOVEMBER 2014

FOR THE CONTROLLER:

(SIGNED)

OLIVIER ROSSIGNOL, HEAD OF INFORMATION AND COMMUNICATION AT EDPS

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