

EDPS record of processing activity

Record of EDPS activities processing personal data, based on Article 31 of 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.

Nr.	Item	Description
		Request for information or advice to the EDPS
1.	Last update of this record	19-11-2018
2.	Reference number	39
3.	Name and contact details of controller	European Data Protection Supervisor (EDPS) Postal address: Rue Wiertz 60, B-1047 Brussels Office address: Rue Montoyer 30, B-1000 Brussels Telephone: +32 2 283 19 00 Email: edps@edps.europa.eu Responsible department or role: Information and Communication Sector, contact e-mail: PresseEDPS@edps.europa.eu Contact form for enquiries on processing of personal data to be preferably used: https://edps.europa.eu/node/759
4.	Name and contact details of DPO	DPO@edps.europa.eu
5.	Name and contact details of joint controller (where applicable)	Not applicable.
6.	Name and contact details of processor (where applicable)	-



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7.	Purpose 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.
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>Journalists, EU staff members, academics, representatives of the civil society, and other citizens who send requests for information or advice to the EDPS.</p> <p>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 and fax number.</p>
9.	Time limit for keeping the data	Data will be stored by the EDPS in electronic and paper files for a maximum of ten years.
10.	Recipients of the data	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 appropriate reply to the request for information advice.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	Not applicable.
12.	General description of security measures, where possible.	Please check all points of Article 33 of Regulation (EC) 2018/1725
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	Data protection notice available on the EDPS website https://edps.europa.eu/data-protection/our-work/publications/other-documents/39-edps-data-protection-notice_en

