



NOTIFICATION FORM

FOR DATA PROCESSING OPERATIONS

Date of registration: 28.6.2011

Register No: COM1

1. Name of the data processing operation

Address database/SuperOffice

2. Data Controller

Programme or Group:	COM2
Function:	Head of Programme COM
Contact person:	Katja Rosenbohm; katja.rosenbohm@eea.europa.eu

3. Description of the processing operation

3.1. Area of activity in which the processing is carried out

COM2 is in charge of coordinating the decentralised collection of contact details of EEA stakeholders and clients by EEA staff. The contact details are collected in order to establish an in-house contact database used for mailing lists for targeted dissemination of EEA information and products, meeting invitations etc...

3.2. Modalities for the processing operation

☒ Manual processing	Each EEA group is responsible for collecting and entering into the SuperOffice database the contact details of persons pertaining to their area of work who should be notified of EEA outputs, invited to meetings, etc...
☐ Automated processing	

3.3. Are the Personal data processed by an entity external to EEA ('processor')?

☐	Yes
☒	No

4. Lawfulness and purpose of the processing

4.1. Legal basis

- Regulation (EC) No 401/2009 of the European Parliament and of the Council on the European Environment Agency and on the European Environment Information and Observation Network;
- The European Code of Good Administrative Behaviour adopted by decision of the EEA Management Board on 22.6.2004 ;
- Regulation (EC) No 1367/2006 of the European Parliament and of the Council of 6 September 2006 on the application of the provisions of the Aarhus Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters to Community institutions and bodies.

4.2. Grounds for lawfulness

The data processing is considered lawful because it is necessary for the performance of tasks carried out in the public interest on the basis of Regulation (EC) 401/2009 (Article 5(a) of Regulation (EC) No 45/2001) and the data subject has unambiguously given his or her consent (Article 5(d) of Regulation (EC) No 45/2001).

4.3. Purpose of the processing

The purpose of the processing is to allow all EEA staff access to contact information about EEA stakeholders and clients in order to reach a targeted audience for EEA products, information and services.

5. Features of the processing operation

5.1. Categories of data subjects concerned

Experts, visitors, media, EU officials, EPA network, NFPs/NRCs and general public interested in receiving information from the EEA.

5.2. Categories of data

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| ☒ | Data collected includes solely contact information such as organisation name, contact name, position, postal address, email address, organisation URL, telephone numbers, type of organisation, specific area of interest (environmental theme). |
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6. Retention practice of personal data

Data collected is retained until updated/deleted by EEA staff members at the request of the data subject concerned or due to change of address or contact details or change of position/employment.

7. Personal data processed for historical, statistical or scientific purposes

Purpose	Categories of data	Storage media
☐ Historical	Not applicable	☐ Anonymous ☐ Encrypted
☐ Statistical	Not applicable	☐ Anonymous ☐ Encrypted
☐ Scientific	Not applicable	☐ Anonymous ☐ Encrypted

8. Recipients or categories of recipients to whom the data might be disclosed

The data is disclosed to EEA staff for the dissemination of material or information, contact for the organisation of meetings etc. In cases where printed publications are disseminated by the EU Publications Office (OP) on behalf of the EEA, a mailing list is extracted from the address database and sent to OP.

9. Proposed transfer of personal data to third countries or international organisations

☐ Yes	☒ No transfer of personal data to third countries or international organisations
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10. Information given to the data subjects (as described in Articles 11 & 12 of the Regulation (EC) No 45/2001)

The information is displayed in the privacy policy (<http://www.eea.europa.eu/legal/privacy>) and in the specific privacy statement linked to the form on the EEA website (see annex 1 attached to this notification).

11. Procedures to enable data subjects to exercise their rights (as indicated in Articles 13 to 19 of the Regulation (EC) No 45/2001, i.e. access, rectification, blocking, erasure, objection)

Recipients of EEA information, publications, invitations, etc... can ask to be removed from the EEA database/ mailing lists or have their contact details changed at any time by contacting the data controller using the e-mail address specified in the specific privacy statement.

13. Time limits for blocking and erasure of the different categories of personal data

This is done immediately upon request.

Categories of data	Blocking	Erasure
Contact information	Usually immediately but at max. within 2 working days	Usually immediately but at max. within 2 working days

