



NOTIFICATION FORM

FOR DATA PROCESSING OPERATIONS

Date of registration: 7.8.2013

Register No: COM6

1. Name of the data processing operation

Address database for dissemination of EEA information to the general public

2. Data Controller

Programme or Group: COM

Function: Head of Programme

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

The activity consists in posting a sign-up on the EEA website where the general public may sign-up if they wish to receive information on a regular basis on specific issues. The e-mail address and the areas of interest are compulsory information, and subscribers may also, if they so wish, add their postal address and name of employer. Subscribers may unsubscribe from the list any time they wish.

3.2. Modalities for the processing operation

Manual processing

Automated processing

The data will be added to a specific address group in SuperOffice and used for mailing out electronic and (if postal address has been entered) printed information.

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 23 April 2009 on the EEA and on the Eionet, and in particular Article 2(m) thereof.

Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.

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).

Through signing-up the data subject unambiguously gives his/her consent to the processing operation (Article 5(d) of Regulation (EC) No 45/2001).

There is no restriction under Article 20 of Regulation (EC) No 45/2001 and the data and processing operation do not require prior checking pursuant to Article 27 of that Regulation.

4.3. Purpose of the processing

Having access to address information and areas of interest of external users is necessary in order to carry out proactive, efficient and targeted dissemination of the Agency's output. Without such information the public access is limited to a passive posting of material on the website and other libraries, waiting for users to find and access it.

5. Features of the processing operation

5.1. Categories of data subjects concerned

The general public

5.2. Categories of data

Compulsory fields:

- Email address
- Areas of interest

Optional fields:

- Postal address
- Name of employer

6. Retention practice of personal data

The data entered will be retained only as long as the subscriber wishes to maintain his/her subscription.

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

| Purpose | Categories of data | Storage media |
|---|--|---|
| <input type="checkbox"/> Historical | | <input type="checkbox"/> Anonymous <input type="checkbox"/> Encrypted |
| <input checked="" type="checkbox"/> Statistical | Number of subscribers over time Distribution of areas of interest | <input checked="" type="checkbox"/> Anonymous <input type="checkbox"/> Encrypted |
| <input type="checkbox"/> Scientific | | <input type="checkbox"/> Anonymous <input type="checkbox"/> Encrypted |

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

- Staff of the COM programme responsible for information dissemination tasks

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

- | | |
|------------------------------|--|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No transfer of personal data to third countries or international organisations |
|------------------------------|--|

10. Information given to the data subjects

The sign-up form contains the following text:

“The information entered will be treated confidentially, only used for dissemination of EEA material and not made available to third parties. You may cancel your subscription anytime you wish. For more on the EEA’s privacy policy, consult this page <http://www.eea.europa.eu/legal/privacy>.”

11. Procedures to enable data subjects to exercise their rights

See section 10 above. In addition, the privacy policy referred to contains detailed provisions for enabling data subjects to exercise their rights as spelled out in the Regulation.

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

All entered data can be erased immediately at the request of the data subject.

| Categories of data | Blocking | Erasure |
|--------------------|--|--|
| Any personal data | Usually immediately but at maximum within 2 working days | Usually immediately but at maximum within 2 working days |