

RECORD OF PROCESSING OPERATION¹ ON

Shortlist of journalists receiving reports under embargo

Nr.	Item	Description
1.0	Last update of this record	11.6.2019
1.1	Reference number	DP.COM.18.2_Journalist list
1.2	Name and contact details of controller	EEA Press Office press@eea.europa.eu
1.3	Name and contact details of joint controller(s) (where applicable)	N/A
1.4	Name and contact details of the processor (where applicable)	N/A
1.5	Name and contact details of the DPO	DPO@eea.europa.eu
1.6	Purpose of the processing	The purpose of the processing operation is to send emails to a core group of journalists who wish to receive advance information about upcoming EEA reports and other products.
1.7	Description of categories of persons whose data the EEA processes and list of data categories	Journalists
1.8	Time limit for keeping the data	Until the individual no longer wishes to receive these notifications.
1.9	Recipients of the data	The data is disclosed to a limited number of EEA staff members in the COM2 Group – Media Relations, Social Media and Web in the Communication programme responsible for the dissemination of material or information.
1.10	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No

¹ Record of EEA 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.

1.11	General description of security measures (where possible)	Stored in MS Outlook.
1.12	Measures for providing additional information, including how data subjects may exercise their rights of access, rectification, data portability (where applicable), etc.	<p>Based on consent expressed by email. These emails are kept in a Press Officer electronic folder.</p> <p><u>NEW EU DATA PROTECTION RULES – consent request</u></p> <p><i>The European Environment Agency is getting ready for the entry into force of new data protection rules in the wake of the new General Data Protection Regulation (GDPR), which will become applicable in EU member states as of 25 May 2018. For us to comply with these new data protection rules we need to get your explicit consent for us to continue to communicate with you and notably to send you embargoed press releases via e-mail. Therefore, we would ask you to please reply to this email confirming your consent and that you would still like to receive embargoed press releases from us on a regular basis. <u>If you do not respond, we will stop sending you these e-mails.</u></i></p> <p><i>We at the European Environment Agency press office value your privacy and your interest in our work and we hope to continue to stay connected. Thank you in advance for your attention to the above request.</i></p> <p>PLUS statement we attach at the bottom of e-mails to journalists:</p> <p><u>Privacy statement</u></p> <p><i>We keep your name and contact information only for the purpose of informing you about new EEA reports and other products. We will not share these details with anyone outside of the EEA press service. We will keep your data as long as you want to receive information from us. You can ask us to delete your personal data at any time by sending an email to press@eea.europa.eu. You are entitled to have recourse at any time to the European Data Protection Supervisor (https://edps.europa.eu; edps@edps.europa.eu) if you consider that your rights under Regulation(EU) 2018/1725 have been infringed as a result of the processing of your personal data by the EEA. You may also contact the EEA’s Data protection Officer (DPO) in case of any difficulties relating to the processing of your data at the following email address: DPO@eea.europa.eu.</i></p>