

RECORD OF PERSONAL DATA PROCESSING ACTIVITY according to Article 31 of Regulation (EU) 2018/1725

► Subscription to EIOPA newsletters and email alerts

Contents

General information.....	1
Description and Purpose of the Processing	2
Data Subject's Rights.....	3
Categories of Data Subjects & Personal Data	3
Categories of Recipients & Data Transfers.....	4
Automated Decision Making.....	5
Retention Period & Security Measures.....	6

General information

Introduction
EIOPA, as a European Authority, is committed to protect individuals with regard to the processing of their personal data in accordance with Regulation (EU) No 2018/1725 (further referred as the Regulation) ¹ .
Contact Details of Data Controller(s)
Fausto Parente, Executive Director Westhafenplatz 1, 60327 Frankfurt am Main, Germany fausto.parente@eiopa.europa.eu
Contact Details of the Data Protection Officer
Eleni Karatza Westhafenplatz 1, 60327 Frankfurt am Main, Germany dpo@eiopa.europa.eu
Contact Details of Processor
EIOPA's Team/Unit/Department responsible for the processing: Communications team/Corporate Affairs Department

¹ 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.

Description and Purpose of the Processing

Description of Processing
<p>EIOPA is collecting personal data for the purpose of providing efficient information on EIOPA’s priorities and activities. In particular, EIOPA staff access contact information about EIOPA stakeholders who have requested to subscribe, in order to pro-actively disseminate electronic notifications and newsletters.</p> <p>Newsletters provide a monthly overview of EIOPA’s work, including reports, open consultations, details about events, job vacancies, as well as articles on featured topics.</p> <p>Click-through and open rates (not containing personal data) are also collected and monitored for statistical purposes.</p>
Purpose (s) of the processing
<p><input type="checkbox"/> Staff administration</p> <p><input checked="" type="checkbox"/> Relations with external parties</p> <p><input type="checkbox"/> Procurement and accounting</p> <p><input type="checkbox"/> Administration of membership records</p> <p><input type="checkbox"/> Auditing</p> <p><input type="checkbox"/> Information administration</p> <p><input type="checkbox"/> Other (please give details):</p>
Lawfulness of Processing
<p>Legal Basis justifying the processing:</p> <p>Processing is based on the consent by data subject, in accordance with Article 5(1)(d) of the Regulation, given when subscribing to receive the information on important developments, activities, events, initiatives, etc., in area of tEIOPA’s. Data subject can withdraw the consent for these services at any time.</p> <p>Processing is necessary:</p> <p><input type="checkbox"/> for the performance of a task carried out in the public interest</p> <p><input type="checkbox"/> for compliance with a legal obligation to which the Controller is subject</p> <p><input type="checkbox"/> for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract</p> <p><input type="checkbox"/> in order to protect the vital interests of the data subject or of another natural person</p> <p>Or</p> <p><input checked="" type="checkbox"/> Data subject has given his/her unambiguous, free, specific and informed consent</p>

Data Subject's Rights

Information on how to exercise data subject's rights
<p>Data subjects may exercise their data privacy rights provided in Articles 17 to 24 of the Regulation (EU) 1725/2018.</p> <p>Data subjects have the right to:</p> <ul style="list-style-type: none"> • access their personal data, receive a copy of them in a structured and machine-readable format or have them directly transmitted to another controller, as well as request their rectification or update in case they are not accurate. • request the erasure of their personal data, as well as object to or obtain the restriction of their processing. • withdraw their consent to the processing of their personal data at any time in case such processing is based solely on their consent. <p>For the protection of the data subjects' privacy and security, every reasonable step shall be taken to ensure that their identity is verified before granting access, or rectification, or deletion.</p> <p>Should data subjects wish to access/rectify/delete their personal data, or receive a copy of them/have it transmitted to another controller, or object to/restrict their processing, please contact [communicationsteam@eiopa.europa.eu] or DPO@eiopa.europa.eu.</p> <p><u>Complaint:</u></p> <p>Any complaint concerning the processing of the data subjects' personal data can be addressed to EIOPA's Data Protection Officer (DPO@eiopa.europa.eu). Alternatively, data subjects can also have at any time recourse to the European Data Protection Supervisor (www.edps.europa.eu).</p>

Categories of Data Subjects & Personal Data

Categories of Data Subjects
<p><input type="checkbox"/> EIOPA permanent staff, Temporary or Contract Agents</p> <p><input type="checkbox"/> SNEs or trainees</p> <p><input type="checkbox"/> Visitors to EIOPA (BOS, MB, WG, Seminars, Events, other)</p> <p>If selected, please specify:</p> <p><input type="checkbox"/> Providers of good or services</p> <p><input type="checkbox"/> Complainants, correspondents and enquirers</p> <p><input type="checkbox"/> Relatives and associates of data subjects</p>

<input type="checkbox"/> Other (please specify): Subscribers to EIOPA’s newsletters.
Categories of personal data
<p>(a) General personal data:</p> The personal data contains: <input checked="" type="checkbox"/> Personal details (name, address etc) <input type="checkbox"/> Education & Training details <input type="checkbox"/> Employment details <input type="checkbox"/> Financial details <input type="checkbox"/> Family, lifestyle and social circumstances <input type="checkbox"/> Other (please give details):
<p>(b) Special categories of personal data</p> The personal data reveals: <input type="checkbox"/> Racial or ethnic origin <input type="checkbox"/> Political opinions <input type="checkbox"/> Religious or philosophical beliefs <input type="checkbox"/> Trade union membership <input type="checkbox"/> Genetic or Biometric data <input type="checkbox"/> Data concerning health, sex life or sexual orientation

Categories of Recipients & Data Transfers

Recipient(s) of the data
<input type="checkbox"/> Managers of data subjects <input checked="" type="checkbox"/> Designated EIOPA staff members If selected, please specify: Designed EIOPA staff in the Communication team responsible for the dissemination of material or information, as well as EIOPA staff members responsible for the mailing of thematic newsletters related to the organisation of meetings, workshops, conferences, events, etc, on a need-to-know basis. <input type="checkbox"/> Relatives or others associated with data subjects <input type="checkbox"/> Current, past or prospective employers <input type="checkbox"/> Healthcare practitioners <input type="checkbox"/> Education/training establishments <input type="checkbox"/> Financial organisations

<input type="checkbox"/> External contractor <input checked="" type="checkbox"/> Other (please specify): <p>As the data is stored on the servers of the European Commission’s DG CONNECT, your data may be shared with designated staff managing the servers, on a need-to-know basis.</p>
Data transfer(s)
<input checked="" type="checkbox"/> Within EIOPA or to other EU Institutions/Agencies/Bodies If selected, please specify: Data is stored on the servers of the European Commission. <input type="checkbox"/> To other recipients within the EU (e.g. NCAs) <input type="checkbox"/> To third countries If selected, please specify: Whether suitable safeguards have been adopted: <input type="checkbox"/> Adequacy Decision of the European Commission ² <input type="checkbox"/> Standard Contractual Clauses (SCC) <input type="checkbox"/> Binding Corporate Rules (BCR) <input type="checkbox"/> Administrative Arrangements between public Authorities (AA) <input type="checkbox"/> To international organisations If selected, please specify the organisation and whether suitable safeguards have been adopted:
Data subjects could obtain a copy of SCC, BCR or AA here: N/A

Automated Decision Making

Automated Decision-making, including profiling
A decision is taken in the context of this processing operation solely on the basis of automated means or profiling: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes In case of an automated decision-making or profiling, please explain:

² Third countries for which the European Commission has issued adequacy decisions are the following: [Adequacy decisions \(europa.eu\)](https://europea.eu)

Retention Period & Security Measures

Retention period
How long will the data be retained? Personal data will be retained as long as the subscriber wishes to maintain his/her subscription. Aggregated and anonymous data on the number of subscribers over time and the click through rates are retained for statistical purposes.
For further processing envisaged beyond the original retention period for historical, statistical or scientific purposes, please specify whether the personal data will be anonymised: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Technical & organisational security measures taken
Several technical and organisational measures have been adopted in order to ensure the optimum security of the documents and personal data collected in the context of the procedures described under section 'Description and Purpose of the Processing'.