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

Subscription to EIOPA newsletters and email alerts

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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

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.

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.

Click-through and open rates (not containing personal data) are also collected and monitored for statistical purposes.

Purpose (s) of the processing

☐ Staff administration
☒ Relations with external parties
☐ Procurement and accounting
☐ Administration of membership records
☐ Auditing
☐ Information administration
☐ Other (please give details):

Lawfulness of Processing

Legal Basis justifying the processing:

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 EIOPA's. Data subject can withdraw the consent for these services at any time.

Processing is necessary:

☐ for the performance of a task carried out in the public interest
☐ for compliance with a legal obligation to which the Controller is subject
☐ 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
☐ in order to protect the vital interests of the data subject or of another natural person

Or

☒ Data subject has given his/her unambiguous, free, specific and informed consent
Data Subject’s Rights

Information on how to exercise data subject’s rights

Data subjects may exercise their data privacy rights provided in Articles 17 to 24 of the Regulation (EU) 1725/2018.

Data subjects have the right to:

- 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.

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.

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.

Complaint:
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).

Categories of Data Subjects & Personal Data

Categories of Data Subjects

- [ ] EIOPA permanent staff, Temporary or Contract Agents
- [ ] SNEs or trainees
- [ ] Visitors to EIOPA (BOS, MB, WG, Seminars, Events, other)
  If selected, please specify:
  - [ ] Providers of good or services
  - [ ] Complainants, correspondents and enquirers
  - [ ] Relatives and associates of data subjects
Other (please specify):
Subscribers to EIOPA's newsletters.

**Categories of personal data**

(a) **General personal data:**
The personal data contains:
- [x] Personal details (name, address etc)
- [ ] Education & Training details
- [ ] Employment details
- [ ] Financial details
- [ ] Family, lifestyle and social circumstances
- [ ] Other (please give details):

(b) **Special categories of personal data**
The personal data reveals:
- [ ] Racial or ethnic origin
- [ ] Political opinions
- [ ] Religious or philosophical beliefs
- [ ] Trade union membership
- [ ] Genetic or Biometric data
- [ ] Data concerning health, sex life or sexual orientation

**Categories of Recipients & Data Transfers**

Recipient(s) of the data

- [ ] Managers of data subjects
- [x] 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.

- [ ] Relatives or others associated with data subjects
- [ ] Current, past or prospective employers
- [ ] Healthcare practitioners
- [ ] Education/training establishments
- [ ] Financial organisations
External contractor

Other (please specify):

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.

## Data transfer(s)

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<td>☑ Within EIOPA or to other EU Institutions/Agencies/Bodies</td>
<td>If selected, please specify: Data is stored on the servers of the European Commission.</td>
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<tr>
<td>☐ To other recipients within the EU (e.g. NCAs)</td>
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| ☐ To third countries | If selected, please specify:  
Whether suitable safeguards have been adopted: |
| | □ Adequacy Decision of the European Commission² |
| | □ Standard Contractual Clauses (SCC) |
| | □ Binding Corporate Rules (BCR) |
| | □ Administrative Arrangements between public Authorities (AA) |
| ☐ 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:

☑ No

☐ Yes

In case of an automated decision-making or profiling, please explain:

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² Third countries for which the European Commission has issued adequacy decisions are the following: [Adequacy decisions (europa.eu)](https://www.eiopa.europa.eu)
**Retention Period & Security Measures**

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<th>Retention period</th>
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<tr>
<td>How long will the data be retained?</td>
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<tr>
<td>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.</td>
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</tbody>
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| For further processing envisaged beyond the original retention period for historical, statistical or scientific purposes, please specify whether the personal data will be anonymised: |
| ☐ No |
| ☑ Yes |

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<tr>
<th>Technical &amp; organisational security measures taken</th>
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<td>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’.</td>
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