

## **PRIVACY STATEMENT**

### **Newsletter subscription to the EU B@B Platform**

#### **1. OBJECTIVE**

The objective of this registration form, conducted in the framework of the EU Business and Biodiversity Platform (hereafter the Platform) project, is to subscribe to the Platform's newsletter, under the responsibility of the DG Environment (European Commission). Following the subscription, the project coordination team will use your data to communicate about the EU B@B Platform news and events and related initiatives and projects.

As this activity involves the processing of personal data, it is subject to data protection rules as established by Regulation (EC) 45/2001.

#### **2. WHAT PERSONAL INFORMATION DO WE COLLECT AND THROUGH WHICH TECHNICAL MEANS?**

Personal data collected and further processed are only those data which are necessary for the assessment of newsletter registration (such as name, surname, profession, organisation name, postal and e-mail addresses, phone number/fax number, etc.).

The processing operations on personal data linked to the assessment of registration are necessary for the functioning of the European Commission as mandated by the Regulation (EC) 45/2001.

#### **3. WHO HAS ACCESS TO YOUR INFORMATION AND TO WHOM IS IT DISCLOSED?**

Access to all personal data and information collected in the context of this project is only granted through UserID/Password to a defined population of users, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with Community legislation. These users are typically members of the Unit organising the registration inside DG ENV, and its Contractor, ICF, acting as processor. For the purpose of this project the Data Processor will use Arcadis, Nextgreen, and GD NatCap Ltd acting as sub processors. No personal data is transmitted to parties which are outside the recipients and the legal framework mentioned. The European Commission will not share personal data with third parties for direct marketing purposes.

#### **4. HOW DO WE PROTECT AND SAFEGUARD YOUR INFORMATION?**

The Data Controller, Data Processor and their representatives or agents will strive to implement commercially reasonable physical, administrative and technical safeguards to help us protect the confidentiality, security, and integrity of your personal data and prevent the loss, misuse, unauthorized access, unauthorized interception, or alteration of your information. Your choice to disclose personal data in an email submission or online form is voluntary. Unfortunately, no data transmission over the Internet is 100% secure and we cannot ensure or warrant the security of any such personal data or fully ensure that your private communications and other personal data will not be inadvertently disclosed.

## 5. HOW CAN YOU VERIFY, MODIFY OR DELETE YOUR INFORMATION?

In case you want to verify which personal data is stored, have it modified, corrected or deleted, please contact us using the Contact Information below and explicitly specifying your request.

## 6. HOW LONG DO WE KEEP YOUR DATA?

Your personal data will remain in the European Commission database until the responses to the subscription have been completely analyzed and usefully exploited. Personal data will be deleted, at the latest, one (1) year after the last action in relation to the project in the framework of which the subscription was conducted.

The collected personal data and all information related to the project will be erased by the Contractor at the latest six months after the end of the contract.

## 7. CONTACT INFORMATION

This project is run by an external contractor (ICF) for DG ENV under the responsibility of DG ENV Unit D.2. ICF acts as “data controller” and DG ENV (Unit D.2) is “data owner”.

The ICF Data Protection Team provides oversight of ICF activities involving the processing of personal data for this project and can be contacted at [dataprotection@icf.com](mailto:dataprotection@icf.com).

The ICF Data Controller’s Data Protection Officer is Crystal Jones, and she can also be contacted at [dataprotection@icf.com](mailto:dataprotection@icf.com). Additional information about ICF’s Data Controller’s privacy practices may be found at: <https://www.icf.com/legal/eea-uk-privacy-statement>. The EC Data Protection Officer is Martin Kroeger and can also be contacted at [data-protection-officer@ec.europa.eu](mailto:data-protection-officer@ec.europa.eu).

## 8. RECOURSE

In case you wish to verify which personal data is stored, modified, corrected, or deleted, or if you have questions regarding the information processed in the context of the survey, or on your related rights, feel free to contact the ICF project coordination team at: [yann.verstraeten@icf.com](mailto:yann.verstraeten@icf.com).

If you are concerned about how your personal data is being processed, please contact the project coordination team in the first instance at [yann.verstraeten@icf.com](mailto:yann.verstraeten@icf.com).

If you still have questions or concerns, feel free to contact the Information Commissioner’s Office (ICO). Contact details, and details of data subject rights, are available on the ICO website at: <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/>