



EUROPEAN COMMISSION

## PROTECTION OF YOUR PERSONAL DATA

**Processing operation:** Management of subscriptions to receive information about LEOS Project (newsletter)

**Data Controller:** European Commission, Directorate-General for Informatics (DG DIGIT), Unit A.3 - Solutions for legislation, Policy & HR (hereinafter referred to as “DG DIGIT, Unit A.3” or the “Data Controller”)

**Record reference:** DPR-EC-03928

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## 1. Introduction

The European Commission is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [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.

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to the processing operation “*Management of subscriptions to receive information about LEOS project (newsletter)*”, undertaken by the services of the DG DIGIT, Unit A.3, is presented below.

## 2. Why and how do we process your personal data?

Purpose of the processing operation: DG DIGIT, Unit A.3 collects and further processes your personal data for your subscription to LEOS newsletter. By subscribing to this newsletter, you consent to receive information on important developments, activities, events, initiatives or thematic issues falling within or related to the **Legislation Editing Open Software (LEOS)** project, in particular through articles, reports, interviews, newsletters as well as visual content. **Legislation Editing Open Software (LEOS)** is a project under **Interoperable Europe** initiative of the European Commission for a reinforced public sector interoperability policy and is funded by the [Digital Europe Programme](#) (DIGITAL).

Your personal data in an anonymised form is also used for statistical reports. Your personal data will *not* be used for an automated decision-making including profiling.

## 3. On what legal ground(s) do we process your personal data?

You have subscribed to receive the information on important developments, activities, events, initiatives or thematic issues in the area of (a) service(s) of the data controller.

We process your personal data, because you have given your consent under Article 5(1)(d) of Regulation (EU) 2018/1725 to the processing of your personal data for the purpose of receiving the requested information.

## 4. Which personal data do we collect and further process?

In order to carry out this processing operation, the data controller collects the following categories of personal data:

- *first name, last name, email address, subscription date, subscription language,*
- *any information you voluntarily provide in your Newsroom account or in the context of another subscription, in particular *country of residence* and *sector,**
- *your Newsroom rights and subscriptions information.*

## **5. How long do we keep your personal data?**

DG DIGIT, Unit A.3 only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely until the newsletter services you have subscribed to cease to operate, and then remove it permanently. If you unsubscribe, your personal data is permanently deleted.

To unsubscribe, you can remove your subscription either from your [Newsroom account - Subscription Information](#), or follow the *Your Profile* link found at the bottom of the newsletter you have received. To manage your Newsroom account go to: <https://ec.europa.eu/newsroom/login>. Once successfully authenticated you can access and manage your account information.

Anonymised data is kept for statistical purposes providing these do not allow to identify the subscriber anymore and that these are available to a very restricted number of authorised persons performing the processing operation on a need to know basis, for the sole purposes of generating anonymised statistics.

## **6. How do we protect and safeguard your personal data?**

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission or of its contractors. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

## **7. Who has access to your personal data and to whom is it disclosed?**

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to other authorised Commission staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The recipients of data are EC Staff, intra muros and extra muros service provider, in particular: DG DIGIT, Unit A.3, Secretariat-General (SG), Unit B.4, EC Helpdesk team, Newsroom support team, LEOS team, users with user management rights in Joinup Newsroom universe and/or LEOS newsletter on a need to know basis. The subscription to LEOS newsletter can be seen by anyone with user management in Newsroom.

A Newsroom universe is a closed environment within the Newsroom application containing all data necessary to configure it in line with the needs of the owner of the universe. LEOS newsletter is part of the Joinup Newsroom universe. Newsroom is a news management system developed by European Commission – DG CONNECT and used by European Commission and other institutions.

The Commission’s contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations

deriving from the transposition of the General Data Protection Regulation in the EU Member States ('GDPR' Regulation (EU) 2016/679).

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

## **8. What are your rights and how can you exercise them?**

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

You have consented to provide your personal data to the controller for the present processing operation. You can withdraw your consent at any time by unsubscribing to the newsletter or by notifying the Data Controller.

The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

## **9. Contact information**

### **- The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, DG DIGIT, Unit A.3, DIGIT-LEOS-FEEDBACK@ec.europa.eu.

### **- The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer [data-protection-officer@ec.europa.eu](mailto:data-protection-officer@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

### **- The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto: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 Data Controller.

## **10. Where to find more detailed information?**

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the European Commission, which have been documented and

notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-EC-03928.