



## **Protection of your personal data**

**This privacy statement provides information about the processing and the protection of your personal data.**

**Processing operation:** Managing of subscriptions via Newsroom to the Public Employment Services (PES) Network newsletter

**Data Controller:** European Commission, DG Employment, Social Affairs and Inclusion, Labour mobility, Public Employment Services, ELA (E1)

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

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## 1. Introduction

The European Commission is committed to protecting your personal data and to respecting 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 in the context of the subscription to the PES Network newsletter in Newsroom. It explains 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 processing operation '*Managing of subscriptions via Newsroom to the Public Employment Services (PES) Network newsletter*', undertaken by DG Employment, Social Affairs and Inclusion, Unit - E1 - Labour Mobility, Public Employment Services, ELA of the European Commission, is presented below.

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

Purpose of the processing operation: *Directorate General Employment, Social Affairs and Inclusion*, directly and through ICF S.A. as contractor, collects and further processes your personal data within the framework of the PES Network. More specifically this concerns the processing activity '*Managing of subscriptions via Newsroom to the Public Employment Services (PES) Network newsletter*' in so that you can receive the newsletter from the PES Network.

ICF S.A. has been appointed as the contractor to support the PES Network Secretariat in implementing the PES Network mutual learning, mutual assistance and support activities. The information shared via Newsroom will provide updates on the PES Network and wider EU news. It requires you to provide personal data in order to receive the information. This personal data will not be published.

Your personal data will not be used for any automated decision-making including profiling.

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

We process your personal data in the context of the PES Network Newsletter. We process your personal data, because you have given your consent to the processing of your personal data for the purpose of receiving the requested information through our newsletter or notifications.

The Union law which is the basis for the processing based on Articles 5(1)(a) and (b) of Regulation (EU) 2018/1725 is the Treaty of the European Union, and more specifically its Articles 1 and 11, Article 298 of the Treaty on the Functioning of the European Union, read in conjunction with Recital 22 of Regulation (EU) 2018/1725), as well as the Protocol 2 on the application of the principles of subsidiarity and proportionality.

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

We use Newsroom, a web-based application for content management developed and maintained by the Directorate-General for "Communications Networks, Content and Technology", that allows users to create, edit, and publish various types of publications while offering services for newsletters and notifications. In order to carry out this processing operation, the Data Controller collects the following categories of personal data:

- your e-mail address
- first name (optional)
- last name (optional)
- country of residence (geo-location) (optional)

These personal data are needed to ensure the delivery of the service to you as a subscriber.

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

The Data Controller only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing.

If you have created a profile to benefit from the services of the Connect Newsroom, you may edit the personal data associated at any time. You can also delete your profile and the personal data associated to your profile.

You can also write to the dedicated mailbox [EMPL-PES-SECRETARIAT@ec.europa.eu](mailto:EMPL-PES-SECRETARIAT@ec.europa.eu) and ask to be unsubscribed from the mailing list or follow the unsubscribe link in the information email you have received.

### **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.

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.

The Commission's contractors are bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission, and by the confidentiality obligations deriving from the General Data Protection Regulation ('GDPR' - [Regulation \(EU\) 2016/679](#))

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.

Information will also be shared with the Commission's processor(s) (contractors), ICF S.A., for the purpose of managing newsletter subscriptions.

The contractor(s)' staff also has access to your personal data according to the "need to know" principle.

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 Data Controller for the present processing operation. You can withdraw your consent at any time by notifying the Data Controller at DG Employment, Social Affairs and Inclusion, Unit E1 by email at [EMPL-E1-UNIT@ec.europa.eu](mailto:EMPL-E1-UNIT@ec.europa.eu). 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 at DG Employment, Social Affairs and Inclusion, Unit E1 ([EMPL-E1-UNIT@ec.europa.eu](mailto:EMPL-E1-UNIT@ec.europa.eu)).

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

You may contact the Data Protection Officer at [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.